



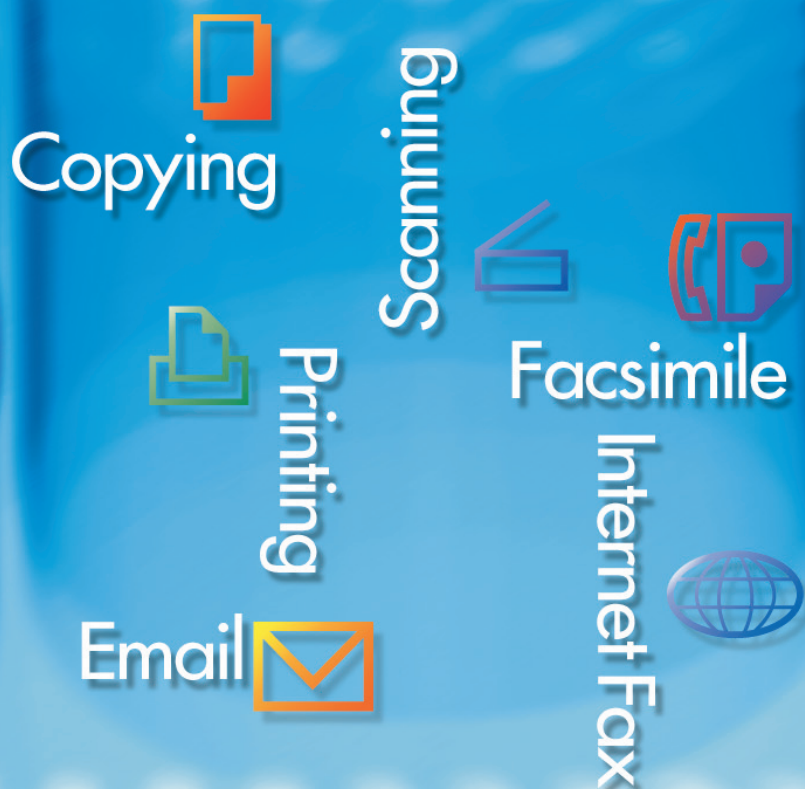
Panasonic®

Operating Instructions

(For Basic Operations)

Digital Color Imaging Systems

Model No. DP-C405 / C305 / C265



WORKIO™

Before operating this machine, please carefully read this manual and keep this documentation in a safe place for future reference.
(Illustration shows optional accessories that may not be installed on your machine.)

English

Product
Overview

Copying

Printing

Scanning /
Email

Facsimile
(Option) /
Internet Fax

Problem Solving

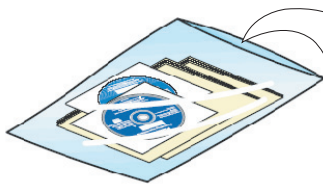
Replacing
Consumables

Appendix

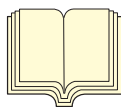


Operating Instructions

The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals in a safe place for future reference. If you lose a manual, contact the authorized Panasonic dealer.

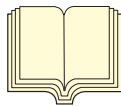


Accessories



Operating Instructions (For Setting Up)

This manual contains essential information for setting up the machine.



Operating Instructions (For Basic Operations)

This manual contains essential information for proper operation of the machine. It describes basic Copy, Print, Facsimile/Internet Fax, Scan/Email, and other functions. For a more detailed explanation of each function, please refer to the Operating Instruction manuals included on two CD-ROMs as illustrated below.



Operating Instructions CD

Contains manuals with detailed information for Copy, Facsimile/Internet Fax, Scan/Email functions, Function Parameters, and User Authentication.



Document Management System CD

Contains the Panasonic Document Management System Application software, and manuals with detailed information for the Print function, and Panasonic Document Management System Application software.

Operating Instructions CD



Copy Function

Describes how to make a Color Copy with creative features.



Facsimile and Internet Fax Function

(The Facsimile function is available when the optional G3 Fax Communication Board is installed.) Describes how to send/receive a Facsimile/Internet Fax, and describes the course of action to take when a trouble message appears, etc.



Scan and Email Function

Describes how to scan and how to send Email through the machine.

Function Parameters

Describes how to change the default settings of each function using the Control Panel of the machine.

User Authentication

Describes how to enable and use the User Authentication function.

Document Management System CD



Print Function

Describes how to print with color and change the default printer settings, and describes the course of action to take when a problem message appears, etc.

Application Software

Describes how to use the application software.

Ex: Panafax Desktop, Fax Driver, Quick Image Navigator, Device Monitor/Device Explorer, Network Config/Add Editor



SD Logo is a trademark.



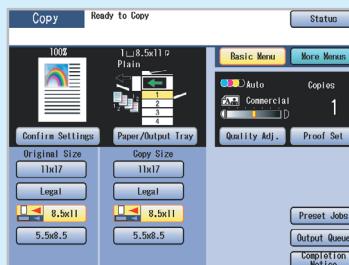
SDHC Logo is a trademark.

Useful Office Functions



Color Touch Panel

- Easy operation using the Color Touch Panel Display.
- Control Panel viewing angle is adjustable to 4 practical positions.



ATTENTION

- Be sure to use only a genuine SD Memory Card (up to 4GB). (Any commercial grade genuine SD / SDHC Memory Card can be used.)

SD Card Slot

- The built-in SD Card Slot provides a quick and convenient way to print directly from the SD Memory Card. (Ex: Pictures taken with a digital camera)



Control Panel Angle Adjustment

The Control Panel viewing angle is adjustable to 4 positions.



Pull the Release Lever to adjust the viewing angle.



Normal Position



2nd Position
(Ex: Use the 2nd or 3rd position when the reflection from the overhead light interferes viewing the panel.)



3rd Position

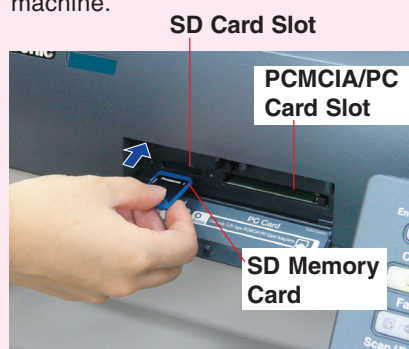


4th Position
(Ex: Use the 4th position for viewing the panel from a chair/wheelchair.)



SD Card Slot and PCMCIA/PC Card Slot

Standard built-in SD Card Slot and PCMCIA/PC Card Slot are conveniently located in the front of the machine.



Printing from the SD Card Slot and PCMCIA/PC Card Slot

SD Card Slot: Used for SD Memory Card*.

The files (**TIFF** or **PDF**) or pictures (**JPEG** format only) stored on the SD Memory Card are displayed on the Touch Panel Display. Select the desired images to print directly from the card. (See pages 40 to 43)

PCMCIA/PC Card Slot: Using a commercially available PCMCIA/PC Card Adapter (Type II, 3.3 V Operating Voltage Only), you can print files (**TIFF** or **PDF**) or pictures (**JPEG** format only) stored on media other than SD Memory Card by using the same selection method. (See pages 40 to 43)

Scan to SD Memory Card

The data scanned by this machine can be stored directly to the SD Memory Card.

* SD Memory Card and SDHC Memory Card are referred to as SD Memory Card in this manual.



Table of Contents



Product Overview

■ Operating Instructions	2
■ Useful Office Functions	3
■ Safety Information	6
■ Precautions	9
■ Security Suggestions for Key Operators	12
■ Outer / Inner View	14
■ Control Panel	15
■ Control Panel / Touch Panel Display	16
■ Touch Panel Display	
● Copy Function	17
● Scan/Email Functions	18
● Facsimile (Option)/Internet Fax Functions	19



Copying

■ Placing Originals (Copy)	
● How to Place Originals	20
■ Basic Copy Operation	
● Full Size/Auto Color	22
■ Basic Menu and More Menus	
● Basic Menu	24
● More Menus	26
■ Reduction / Enlargement Copy	
● Copying with Preset Ratios (Reduction/Enlargement)	28
■ 2-Sided Copy	
● 1 -> 2 Copy, 2 -> 2 Copy	30
● Book -> 2 Copy	32
■ N in 1 Copy	
● N in 1 Copy	34
■ Sort Copy / Finishing	
● Sort Copy / Finishing	36
■ Others	
● Double Exposure	38



Printing

■ Printing from SD Memory Card / PC	
● Printing Images Directly from the SD Memory Card	40
● Printing from PC	40



Scanning / Email

■ Scanning	
● Scan to PC, Scan to SD Memory Card or PCMCIA/PC Card	44
■ Address Book (Email)	
● Creating an Address Book	48
■ Sending Email	
● Sending the Scanned Data via Email	50



Facsimile (Option) / Internet Fax

■ Address Book (Facsimile)	
● Creating an Address Book	52
■ Address Book (Internet Fax)	
● Creating an Address Book	54
■ Placing Originals (Facsimile/Internet Fax)	
● How to Place Originals	56
■ Sending Originals (Facsimile)	
● Sending Scanned Data via Facsimile	58
■ Sending Originals (Internet Fax)	
● Sending Scanned Data via Internet Fax	60



Problem Solving

■ Troubleshooting	62
● Machine Care	63
● Displaying Status	63
■ User (U) / Jam (J) / Machine (E) Error Codes	
● User Error Codes (U Codes) / Machine Error Codes (E Codes)	64
● Jam Error Codes (J Codes)	65
■ Removing Misfed Paper	
● Paper Feed Section (Paper Tray 1)	66
● ADU Section	67
● Fuser/Exit Section	68
● Paper Transport Section	69
● Paper Feed Section (Paper Tray 2)	69
● Paper Feed Section (Optional Paper Tray 3 or 4)	70
● 1Bin Finisher Section	71
● 1Bin Saddle-Stitch Finisher Section	72
● ADF Section	74



Replacing Consumables

■ Adding Paper <Printing Media>	
● Paper Tray	76
● Sheet Bypass	76
■ Replacing Toner Cartridge	78
■ Replacing the OPC Drum Unit	80
■ Replacing Toner Waste Container / Cleaning the LSU Aperture Glass	82
■ Replacing Staples (FQ-SS32)	84
■ Replacing Staples (DQ-SS35)	86
■ Disposal of the Punch Hole Residue	90
■ Replacing the Battery	92



Appendix

■ Specifications	
● Main Unit	94
● ADF (Standard)	95
● PCL Printer Unit (Standard)	95
● Network Scanner (Standard)	95
● Email / Internet Fax (Standard)	95
● 3rd/4th Paper Tray (Option)	96
● G3 Facsimile (Option)	96
● 1Bin Finisher (Option)	97
● 1Bin Saddle-Stitch Finisher (Option)	97
● Punch Unit (Option)	97
● Paper Type	98
■ Option and Supplies	99
■ FCC Notice	100
■ Index	104
■ Glossary	107



As an **ENERGY STAR**® Partner, Panasonic has determined that this product meets the **ENERGY STAR**® guidelines for energy efficiency.

This voluntary program specifies certain energy consumption and usage standards. This product will automatically “power down” after a specified period of non-use. The use of this **ENERGY STAR**® compliant product will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please ask your authorized Panasonic dealer for more details.



Safety Information

For Your Safety

To prevent severe injury and loss of life, read this section carefully before using the Panasonic DP-C405/C305/C265 to ensure proper and safe operation of your machine.

■ This section explains the **Warnings** and **Cautions** used in this Operating Instructions manual.

	WARNING	Denotes a potential hazard that could result in serious injury, or death.
	CAUTION	Denotes hazards that could result in minor injury, or damage to the machine.

■ This section also explains the graphic symbols used in this Operating Instructions manual.

			These symbols are used to alert operators to a specific operating procedure that must not be performed.
			These symbols are used to alert operators to a specific operating procedure that must be emphasized in order to operate the machine safely.
			This symbol is used to alert operators to a heated surface that may cause burns and requires close attention.

WARNING

Power and Ground Connection Cautions



Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a significant amount of current that can generate heat and eventually cause fire if left unattended over an extended period of time.



Always use the power cord provided with your machine. When an extension power cord is required, always use a properly rated cord.

● 120 V / 15 A

If you use a cord with an unspecified current rating, the machine, or plug may emit smoke, or become hot to the touch.



Do not attempt to repair, pull, bend, chafe, or otherwise damage the power cord. Do not place a heavy object on the cord. A damaged cord can cause fire, or electric shocks.



Never touch a power cord with wet hands. Danger of electric shock exists.



If the power cord is broken, or insulated wires are exposed, contact the authorized Panasonic dealer for a replacement. Using a damaged cord can cause fire, or electric shocks.



When disconnecting the machine, grasp the plug instead of the cord. Pulling on a cord forcibly can damage it and cause fire, or electric shock.



Stop operation immediately if your machine emits smoke, excessive heat, unusual noise or smell, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch Off and unplug the machine and contact the authorized Panasonic dealer.



Do not disconnect, or reconnect the machine while the power switch is in the On position. Disconnecting a live connector can cause arcing, consequently deforming the plug and cause fire.



When the machine is not used over an extended period of time, switch it Off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakage or fire.



Be sure to switch Off and unplug the machine before accessing the interior of the machine for cleaning, maintenance or fault clearance. Access to a live machine's interior can cause electric shock.



Once a month, unplug the machine and check the power cord for the following. If you notice any unusual condition, contact the authorized Panasonic dealer.

- The power cord is plugged firmly into the receptacle.
- The plug is not excessively heated, rusted, or bent.
- The plug and receptacle are free of dust.
- The cord is not cracked or frayed.

Operating Safeguards



Do not touch areas where these caution labels are attached to, the surface may be very hot and may cause severe burns.



Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause fire or shock hazard.



Do not place any metal parts such as staples or clips on the machine. If metal and flammable parts get into the machine, they can short-circuit internal components and cause fire or electric shocks.



If debris (metal or liquid) gets into the machine, switch Off and unplug the machine immediately. Contact the authorized Panasonic dealer. Operating a debris-contaminated machine can cause fire or electric shock.



Never open or remove machine covers that are secured with screws unless specifically instructed in the "Operating Instructions". A high-voltage component can cause electric shocks.



Do not try to alter the machine configuration or modify any parts. An unauthorized modification can cause smoke or fire.

Consumable Safeguards



Never dispose of toner, Toner Cartridge or a Toner Waste Container into an open flame. Toner remaining in the cartridge can cause an explosion, burns, and/or injuries. For disposal or recycling information, contact your local authorities, or your local waste officials.



Keep SD Memory Card/button battery/stamp out of the reach of children. If an SD Memory Card/button battery/stamp is swallowed accidentally, get medical treatment immediately. For battery disposal or recycling information, please contact your local authorities or your local waste officials.



CAUTION

Installation and Relocation

Cautions



Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.



Do not place the machine in a hot, humid, dusty or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.



Place the machine on a level and sturdy surface that can withstand a weight of the machine. (The machine weight without optional unit : 164 kg / 360.8 lb) If tilted, the machine may tip-over and cause injuries.



When relocating the machine, contact the authorized Panasonic dealer.



When moving the machine, be sure to unplug the power cord from the outlet. If the machine is moved with the power cord attached, it can cause damage to the cord which could result in fire or electric shock.

Operating Safeguards



Do not place a magnet near the safety switch of the machine. A magnet can activate the machine accidentally, resulting in injuries.



Do not use a highly flammable spray or solvent near the machine. It can cause fire.



When copying a thick original, do not use excessive force on the ADF Cover to press the original against the Platen Glass. The glass may break and cause injuries.



Never touch a labeled area. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it yourself to avoid injuries or burns. Switch Off the machine immediately and contact the authorized Panasonic dealer.



Do not use conductive paper, **ex:** folding paper, carbon paper, and coated paper. When a misfed paper occurs, they can cause a short-circuit and fire.



Do not place any heavy object on the machine. An off-balance machine can tip-over or the heavy object can fall, causing damage and/or injuries.



Keep the room ventilated when using the machine for an extended period of time to minimize the ozone density in the air.



When copying with the ADF open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or eye injury.



When removing misfed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a sheet of paper is wrapped around the heat roller or when clearing a misfed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch Off the machine immediately and contact the authorized Panasonic dealer.



If accessing the inner components of the machine to clear misfed paper, etc., exercise care not to touch heated areas, or you may get burned.



Safety Information

For Your Safety



CAUTION

Consumable Safeguards



Be sure to use the specified type of batteries only.



Ensure that batteries are installed with correct polarity. Incorrectly installed batteries can burst or leak, resulting in spillage or injuries.

Caution on Toner Use

- Avoid ingestion, inhalation, eye or skin contact.
 - If ingestion occurs, drink several glasses of water to dilute stomach contents.
 - If inhalation occurs, exit the area immediately into the fresh air.
 - If skin contact occurs, wash thoroughly with soap and water.
 - If eye contact occurs, flush thoroughly with water.
 - In all cases, seek medical treatment if adverse symptoms occur.
- When the toner cartridge is at the end of its life, do not dispose of it into a fire. It can cause an explosion and you can get burnt.
- Keep the toner cartridge out of children's reach. Store in a cool and dry place (low humidity). Do not unseal the toner cartridge unless you are ready to use it.

Black Toner	INGREDIENTS: Stylene / butylacrylate copolymer Mn-Mg-Sr ferrite powder Polyethyene Carbon Black (1333-86-4) Amorphous silica
Cyan Toner Magenta Toner Yellow Toner	INGREDIENTS: Stylene / butylacrylate copolymer Mn-Mg-Sr ferrite powder Polyethyene Blue, Red or Yellow Pigment Amorphous silica

For USA only
Distributed by Panasonic Communications Company of North America, Unit of Panasonic Corporation of North America
One Panasonic Way
Secaucus, NJ 07094

Others

- The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, maintain ample distance from the machine and do not touch the machine until the lightning has stopped.
- If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off and if the interference disappears, the machine is the cause of the radio interference. Perform the following procedure until the interference is corrected.
 - Move the machine and the TV and/or radio away from each other.
 - Reposition or reorient the machine and the TV and/or radio.
 - Unplug the machine, TV and/or radio, and replug them into outlets operating on different circuits.
 - Reorient the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
 - Use a coaxial cable antenna.



CAUTION

Denotes hazards that could result in minor injury or damage to the machine.

- TO REDUCE THE RISK OF SHOCK OR FIRE, USE ONLY NO. 26 AWG OR LARGER TELEPHONE LINE CABLE.
- DISCONNECT ALL POWER TO THE MACHINE BEFORE COVER(S) ARE REMOVED. REPLACE THE COVER(S) BEFORE THE MACHINE IS RE-ENERGIZED.



IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- DO NOT USE THIS PRODUCT NEAR WATER, FOR EXAMPLE, NEAR A BATH TUB, WASH BOWL, KITCHEN SINK OR LAUNDRY TUB, IN A WET BASEMENT OR NEAR A SWIMMING POOL.
- AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE) DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC SHOCK FROM LIGHTNING.
- DO NOT USE THE TELEPHONE TO REPORT A GAS LEAK IN THE VICINITY OF THE LEAK.

SAVE THESE INSTRUCTIONS.

Precautions



Precautions

■ Laser Safety

LASER SAFETY

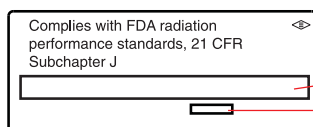
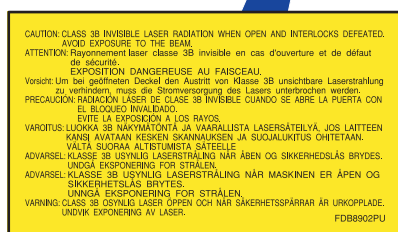
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

CAUTION:

USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.



■ Caution Label



(Rear Cover of the Machine)

This product has a fluorescent lamp that contains a small amount of mercury. It also contains lead in some components. Disposal of these materials may be regulated in your community due to environmental considerations.

For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance:

<http://www.eiae.org>



Precautions

Installation

- The maximum power consumption is 1.44 kW. A properly wired (grounded), dedicated, 15 A, 120 V AC outlet is required. Do not use an extension cord. The power cord on this machine must be used to disconnect the main power. Please ensure that the machine is installed near a wall outlet and is easily accessible.

Caution Note: Unplug the power cord from the wall outlet before removing covers.

- The machine should not be installed in areas with the following conditions:
 - Extremely high or low temperature and humidity. The machine should be installed under the following ambient conditions:
Temperature : 50-86°F
Relative Humidity: 30-80%
 - In areas with chemical fume concentration.
 - With unstable or uneven conditions (floors, etc.).
 - Direct exposure to sunlight or fluorescent light.
 - In areas of high dust concentration.
 - Directly in the air conditioning flow.
 - In areas of poor ventilation.
 - In areas with extreme vibration.

Caution

- This product uses low frequency electromagnetic fields and may cause harmful interference to sensitive medical implant devices. If you have a cardiac pacemaker or implantable defibrillator, please consult your doctor for additional suggestion or advice.
- Do not use the machine near medical instruments. Otherwise, it may cause erroneous operation and false indications of the medical device.
- Do not use the machine near automatic control equipments (automatic door, fire alarm, etc.). The electromagnetic fields may cause unintended operation.

Supplies

- Store the toner and paper in a cool area with low humidity.
- Use of other than genuine Panasonic supplies can damage the machine. This may void the warranty of the machine and supplies. Be sure to use only genuine Panasonic Toner designed for the machine.
- Dispose of Toner Cartridge and OPC Drum Unit(s) according to your local regulations.

Illegal Copies

It is unlawful to make copies of certain documents.

Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.

- Currency
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Notice:

Install your machine near a supervised area to prevent illegal copies from being made.

Others

Panasonic is not responsible for data loss and any consequence caused by computer virus infection or external shocks.

Handling

■ Control Panel

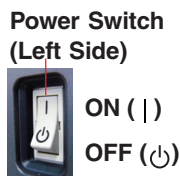
Do not lift or lean against the Control Panel. The Control Panel can be broken which could result in injury.

■ Power Switch

- Used to turn ON or OFF the Main Power Switch on the rear side of the machine and to turn ON or OFF the Power Switch on the left side of the machine. Follow this procedure when turning OFF the Main Power of the machine:
 - Turn OFF the Power Switch on the left side of the machine, wait a few seconds, and then turn OFF the Main Power Switch on the rear side of the machine.
- If you are not going to use the machine for long periods of time, turn OFF the machine using the procedure above.
- Do not turn OFF the Power Switch on the Left Side of the machine, or open the Front Cover during copying/printing.



Main Power Switch (Rear Side)
ON (| |)
OFF (○)



Power Switch (Left Side)
ON (| |)
OFF (⏻)

■ Auto Reset Time

The initial setting for Auto Reset Time is 1 minute. If you do not touch any key for 1 minute, the Touch Panel Display will return to the initial screen of the active function automatically. When reaching 20 seconds before resetting, the "Continue?" screen is displayed to allow you to extend the auto reset time for another 1 minute. If you wish to change the Auto Reset Time, consult with your Key Operator.

■ Dept. (Department) Code

When the Department Counter function is set up, the Dept. (Department) Code input screen is displayed on the Touch Panel Display. A registered Department Code (1 to 8 digits) is required to gain access to each secured function, or the secured Copy/Scanner function(s) cannot be used. Please consult with the Key Operator regarding the Department Code(s) for the desired function.



How to enter the Dept Code:

- ① Input a registered department code (1 to 8 digits).
- ② Select "OK".

■ Maximum Copies Limitation

After setting the maximum allowed number of copies for each department, consult with your Key Operator when the total copy count reaches the designated limit and the message appears on the Touch Panel Display.

■ Auto Image Density/Color Registration Adjustment Functions

This machine executes the following automatic adjustment periodically (approximately every 105 copies or print jobs). During the automatic adjustment process, copy job/print job will stop or jobs will be waited approximately 20 seconds.

(1) Auto Image Density

To adjust the print density even.

(2) Color Registration Adjustment

To adjust the color registration.

■ Energy Saver (Power Save Mode, Sleep Mode)

You can set the machine to the Power Save mode or Sleep mode while the machine is not in use. In Power Save mode/Sleep mode, the **Energy Saver** key flashes or lights. Press the **Energy Saver** key to return the machine to its former operating screen. For more details, refer to **General Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- It is normal operation that the machine makes sounds when switching into the Power Save mode.



Energy Saver key

Flashes: Power Save Mode

Lights : Sleep Mode
(Touch Panel Display will be unlit)

Modes	Warm Up Time
Power Save Mode	Approx. 15 sec.
Sleep Mode	Approx. 15 sec.

- Press the **Energy Saver** key while the machine is in the Sleep mode. The pop-up screen will be displayed while machine is warming up to ready.



■ PCMCIA/PC Card Slot

PCMCIA/PC Card Connector inside the PCMCIA/PC Card Slot is not supplied by Limited Power Sources.



Security Suggestions for Key Operators

To keep your machine's highly-sensitive document data secure, the designated Key Operators are instructed to perform the recommended security measures described below for the initial machine installation, network connection, network configuration, setup of security functions, and replacement and disposal of the machine.

1. Key Operators are required to verify the identity of the manufacturer's service technician, or of an affiliated company's staff, or marketing company, by requesting their ID Card.
Do not give the device information by phone or email.
2. Always connect through a Firewall when installing your device on a network that is connected to the Internet. When connecting this device to a client PC, or a server, we recommend configuring your network environment with a switching hub to prevent your device from being wiretapped.
3. A Key Operator password is essential to maintaining the security of the device. Key Operators are required to change the password from the initial setting, and keep the password confidential and in a safe place. To change the initial Key Operator password, refer to the Operating Instructions (For Function Parameters) and set up [General Settings] -> [09 Key Operator Mode] -> [85 Key Operator Password].
4. A Web Server password is essential to maintaining the security of the device. Change the password from the initial setting, and keep the password confidential and in a safe place. To change the initial Web Server password, refer to the Operating Instructions (Device Explorer and Embedded Web Server).
When setting, do not leave this device unattended. Also, when setting using a browser, do not leave the PC unattended after logging in.
5. Change the Hard Disk Drive Lock password from the initial setting. By setting a password, even if the Hard Disk Drive is taken away, the password locked device prevents illicit retrieval of the data by unauthorized personnel.
The Hard Disk Drive Lock password is required when the equipment is being repaired. Furthermore, it is essential that the Key Operator personally enter the password to maintain security of the password and prevent unauthorized users. To change the initial Hard Disk Drive Lock password, refer to the Operating Instructions (For Function Parameters) and set up [General Settings] -> [09 Key Operator Mode] -> [86 HD Drive Lock Settings].
6. To prevent illicit use by unauthorized personnel, perform the following for ID/password settings.
 - 1) Use the maximum number of digits.
 - 2) Use a variety of the accepted character types.
 - 3) Change the ID and password periodically.

Make sure that the setting screen can only be seen by the Key Operator when setting/changing various ID and passwords. Keep this information confidential.

7. The documents stored in the Mail Box should be printed immediately. Upon printing, the document data is deleted, thus preventing unauthorized re-printing by a third party. For additional information, please refer to **MailBox** of the Operating Instructions (Printer Driver).
 8. Scan data stored in the hard disk can be viewed and deleted by anybody. Transfer to another medium and delete from the hard disk immediately. For additional information, please refer to the Operating Instructions (For Basic Operations) of provided booklet.
 9. When finished, be sure to press the **Reset** button and return to the standby screen. Also, do not reset Auto Reset Time settings.
 10. When disposing of this equipment, initialize the Hard Disk Drive, and overwrite or delete the data area stored in the Hard Disk Drive. To delete the data area in the Hard Disk Drive, contact the authorized Panasonic dealer for a service technician. To initialize the Hard Disk Drive, refer to the Operating Instructions (For Function Parameters) and set up [General Settings] -> [09 Key Operator Mode] -> [34 Hard Disk Initialize].
 11. When disposing of SD cards and other external memory cards, destroy the card or use wiping software to completely delete the data. Data on SD cards and other external memory cards are your responsibility.
 12. Scanned (text and images), received and set/registered information (addresses) are your responsibility. If the device malfunctions and the data are deleted, it cannot be recovered and is not covered in the warranty.
 13. Incorrect settings may leak settings or impede use of this device. Check the details carefully when performing settings.
- ※ The security settings on this equipment are restricted and require the input of an 8-digit Key Operator password to set, or change them. The initial password setting is 00000000 (8-digit). The password can be set arbitrarily.

The Key Operator plays a critical part in maintaining and controlling the security of the device and in prevention of its unauthorized access, therefore, it is of utmost importance that you understand the content described in the Operating Instructions and that you follow the suggestions herein.

memo:



Outer / Inner View

<Outer>

ADF (Automatic Document Feeder)

ADF Cover

Power Switch



SD Card /
PCMCIA/PC Card
Slot Cover

Control Panel

Inner Output Tray

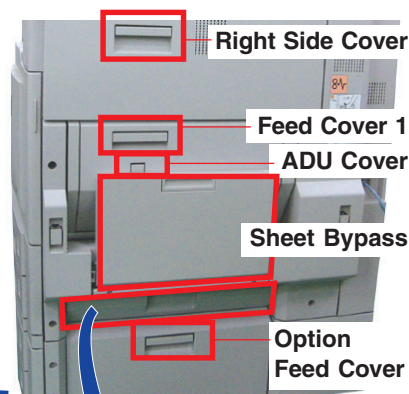
Front Cover

Paper Tray 1, 2

Paper Tray 3, 4
(Option)



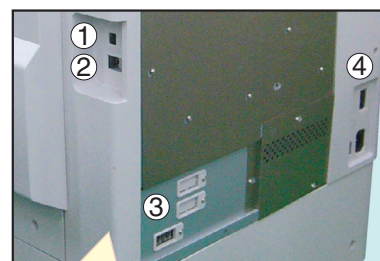
<Outer (Right Side)>



Feed Cover 2



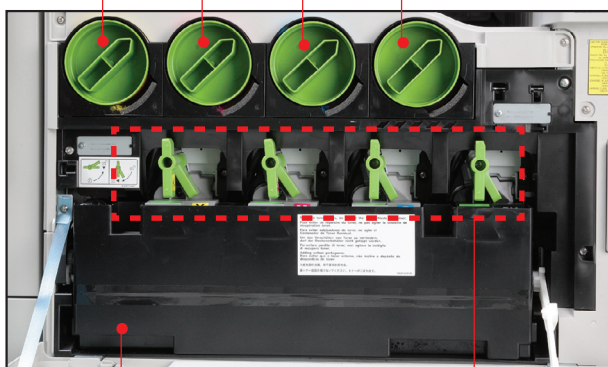
<Outer (Rear Side)>



<Inner>

Toner Cartridges (See pages 78 to 79)

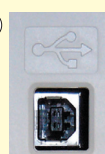
Yellow Magenta Cyan Black



Toner Waste Container
(See pages 82 to 83)

OPC Drum Units
(Yellow/Magenta/Cyan/Black)
(See pages 80 to 81)

①



USB 2.0 Port
Used for local printing

②



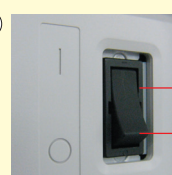
LAN Port
Used for network connection

③



Telephone Jack (Option)
Used for Fax transmissions

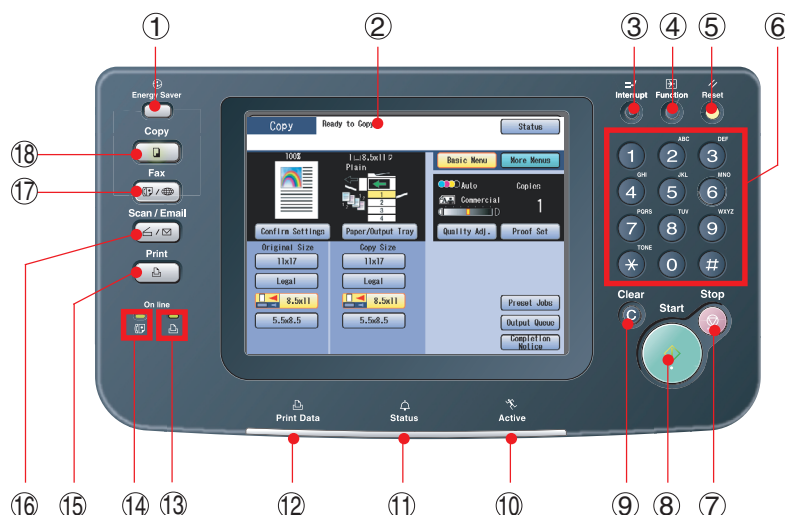
④



Main Power Switch
ON (|)
OFF (○)

Turn the Main Power Switch OFF when it is not used for a long period of time.

Control Panel



No.	Icon	Contents	No.	Icon	Contents
①		Energy Saver key Saves power while the machine is not in use.	⑩, ⑪, ⑫		Machine Condition LED Print Data, Status, Active (See page 16)
②		Touch Panel Display Sets desired functions. (See pages 17 to 19)	⑬		Printer On Line LED Lights when the Print function is available.
③		Interrupt key Interrupts other copy job while making copies.	⑭		Fax On Line LED Lights when sending/receiving Facsimile or Internet Fax.
④		Function key Used for changing the initial function values (default values).	⑮		Print key Used for printing directly from the SD Memory Card (see pages 40 to 43), printing contents from the Mailbox/ Secure Mailbox, deleting/changing the jobs waiting to print, or setting the printer On-line/Off-line. For more details, refer to the Document Management System (Printer Driver) of provided CD-ROM.
⑤		Reset key Resets all features to the initial screen of the active function.	⑯		Scan / Email key Used for Scanner or Email. (See pages 44 to 51)
⑥		Keypad Sets copy quantities, etc.	⑰		Fax key Used for Facsimile or Internet Fax. (See pages 52 to 61)
⑦		Stop key Stops the jobs. (Copy, Facsimile, Internet Fax, Scan, and Email)	⑱		Copy key Used for Copying. (See pages 20 to 39)
⑧		Start key Starts the jobs. (Copy, Facsimile, Internet Fax, Scan, and Email)			
⑨		Clear key Clears the copy quantities, etc.			



Control Panel / Touch Panel Display

Touch Panel Display



Machine Condition LED



Flashes: When receiving print data.
Lights: While printing.



Lights (Red):
When the machine stops due to the following condition(s):
● No paper in the selected tray or toner has run out.
● Paper has misfed, etc.

Lights (Orange):
When the machine alerts of the following condition(s):
● No paper in the Tray. (Tray is not selected)
● Toner is getting low, etc.



Flashes: When the machine is in operation.

Warning Indications

When the following Warning Indications appear, correct the problem according to the displayed message and instructions in this manual.

Flashes: The machine may stop operating. To continue using the machine temporarily, press any key.



Call Service

Periodical service is required. Call the authorized Panasonic dealer.



Add Paper

Add paper to the Paper Tray or Sheet Bypass. (See pages 76 to 77)



Add Toner (Error Codes : U13)

Replace the Toner Cartridge. (See pages 78 to 79)



Full Waste Toner (Error Codes : U14)

Replace the Toner Waste Container. (See pages 82 to 83)

Copy



Setting for the Copy Function

(See page 17)

Fax



Setting for the Facsimile/ Internet Fax Functions

(See page 19)

Scan / Email



Setting for the Scan/Email Functions

(See page 18)

Print



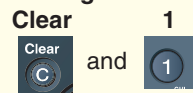
Setting for the Printer Function SD Card Print (See pages 40 to 43) and Others

Refer to the Document Management System (Printer Driver) of provided CD-ROM.

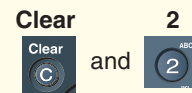
ATTENTION

To adjust the brightness of the Touch Panel Display, press and hold down the **Clear** key, and press the **1** or **2** key on the Keypad repeatedly until the desired brightness is achieved.

To Brighten

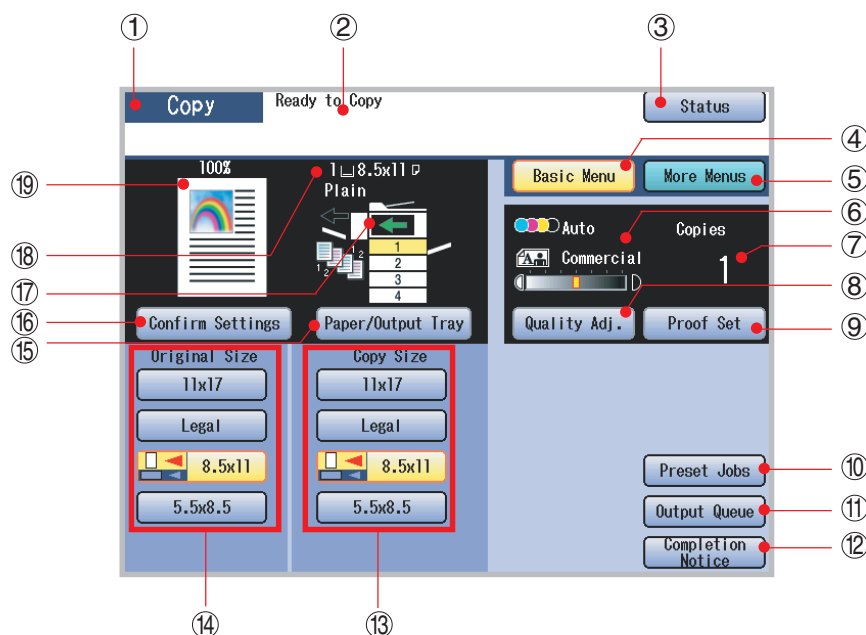


To Darken



Touch Panel Display

Copy Function

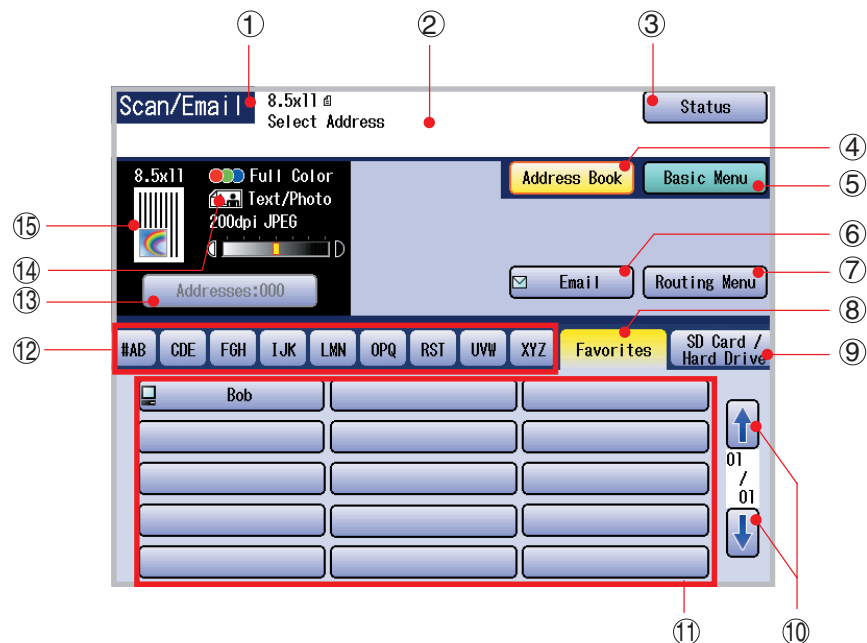


No.	Contents	No.	Contents
①	Function Indication Indicates the function mode. (Copy, Facsimile/Internet Fax, Scan/Email, or Print)	⑪	Output Queue button Displays the active and reserved job(s).
②	Message Area Indicates the message.	⑫	Completion Notice button Displays the Job Completion Notice via a pop-up window on your PC when the copy job is completed. Refer to Completion Notice in the Operating Instructions (For Copier) of provided CD-ROM.
③	Status button Indicates the problem status. (See page 63)	⑬	Copy Size buttons Selects a copy size with preset ratio.
④	Basic Menu button Returns to the Basic Menu screen from the More Menus screen.	⑭	Original Size buttons Selects an original size manually.
⑤	More Menus button Selects additional settings.	⑮	Paper/Output Tray button Selects a Paper/Output Tray of copied paper (option). When the desired size of paper is not set in the Paper Tray, use the Sheet Bypass. (See pages 76 to 77)
⑥	Copy Mode Indication Indicates the Copy mode and Density.	⑯	Confirm Settings button Displays the selected copy job(s).
⑦	Copy Count Indication Indicates the copy quantities.	⑰	Paper/Output Tray Indication Optional Paper Tray or Finisher is required.
⑧	Quality Adj. button Sets the copy quality. (Original type, Density, etc.)	⑱	Paper Source Message Indicates the selected paper size/type.
⑨	Proof Set button Makes one proof copy before proceeding a multi-set copy with various settings.		Copy Image Indication Displays the copy image.
⑩	Preset Jobs button Stores or recalls the copy job(s).		



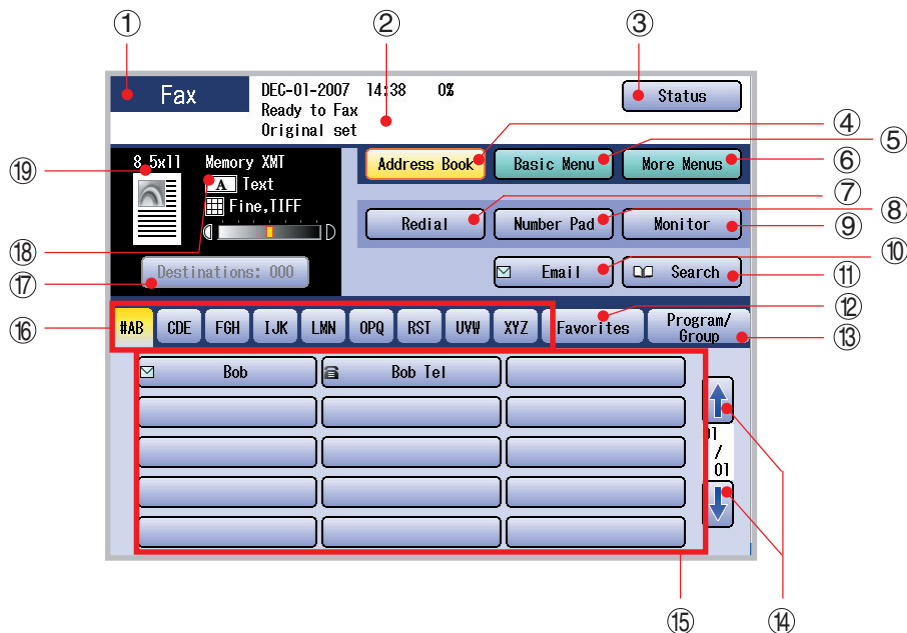
Touch Panel Display

Scan/Email Functions



No.	Contents	No.	Contents
①	Function Indication Indicates the function mode. (Copy, Facsimile/Internet Fax, Scan/Email, or Print)	⑧	Favorites tab Selects a favorite group from the Address Book.
②	Message Area Indicates the message.	⑨	SD Card / Hard Drive tab Sends scanned data to SD Memory Card, PCMCIA/PC Card, or Hard Disk Drive directly.
③	Status button Indicates the problem status. (See page 63)	⑩	Scroll buttons Displays the other destination screen.
④	Address Book button Returns to the Address Book screen from the Basic Menu screen.	⑪	Destination buttons Displays the registered destinations (PC Name).
⑤	Basic Menu button Selects basic settings.	⑫	Address tabs Selects an alphabetical tab group from the Address Book.
⑥	Email button Selects the Email function.	⑬	Addresses Indication Indicates the number of selected address(es).
⑦	Routing Menu button Displays the Routing menu. Optional Document Distribution System (DDS) is required.	⑭	Scanning Mode Indication Indicates the Scanning mode.
		⑮	Original Image Indication Displays the original image.

Facsimile (Option)/Internet Fax Functions



No.	Contents	No.	Contents
①	Function Indication Indicates the function mode. (Copy, Facsimile/Internet Fax, Scan/Email, or Print)	⑩	Email button Selects the Internet Fax function.
②	Message Area Indicates the message.	⑪	Search button Searches the destination(s) from the Address Book.
③	Status button Indicates the problem status. (See page 63)	⑫	Favorites tab Selects a favorite group from the Address Book.
④	Address Book button Returns to the Address Book screen (default) from the Basic Menu/More Menu screen.	⑬	Program/Group tab Selects a program/group dial from the Address Book.
⑤	Basic Menu button Selects basic settings.	⑭	Scroll buttons Displays the other destination screen.
⑥	More Menus button Selects additional settings.	⑮	Destination buttons Displays the registered destinations.
⑦	Redial button Redials the last dialed number/Email address.	⑯	Address tabs Selects an alphabetical tab group from the Address Book.
⑧	Number Pad button Displays the Number Pad on the Touch Panel Display.	⑰	Destinations Indication Indicates the number of selected destination(s).
⑨	Monitor button Starts the On-Hook Dialing.	⑱	Sending Mode Indication Indicates the Sending mode.
		⑲	Original Image Indication Displays the original image.



Placing Originals (Copy)

■ How to Place Originals

● On the ADF



Original Guides
Adjust the Original Guides to the original's width.

Originals can be set up to the Upper Limit Indicator.



Upper Limit Indicator
Upper Guide

Acceptable Paper Type

Original Size : A3, B4, 8" x 13", 8.5" x 13", A4, A4-R, A5, FLS (8" x 13", 13" x 8"), 5.5" x 8.5" (Invoice), 5.5" x 8.5" (Invoice-R), 8.5" x 11" (Letter), 8.5" x 11" (Letter-R), 8.5" x 14" (Legal), 11" x 17" (Ledger)

Paper Weight : 1 sided : 50-105 g/m² (14-28 lb)
2 sided : 64-105 g/m² (18-28 lb)

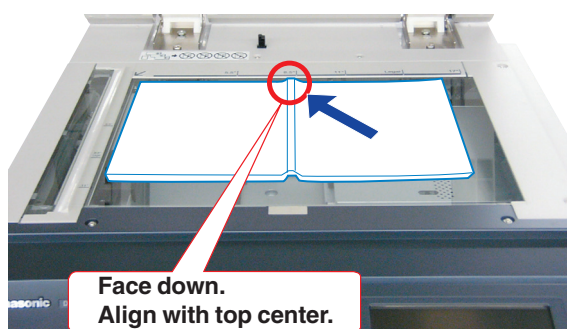
Notice for ADF

Do not use the following type / flawed originals.

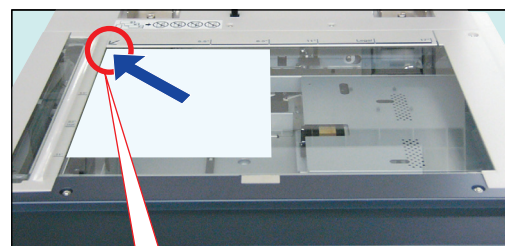
- Drawing papers, Transparencies, Labeling paper, Heavy weight papers, Thin Art papers, Film, Thermal papers.
- Papers which are curled, ripped, creased, folded, punched, glued, stapled, or self-adhesive.
- Originals of assorted (mixed) width size.
- Pressure sensitive or carbon backed papers.
- Paper which is still wet with color ink or white-out.

● On the Platen Glass

Ex: Book Original



Ex: Sheet Original



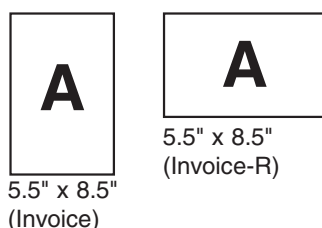
Notice for Platen Glass

Align the original to the top left corner mark (↙).

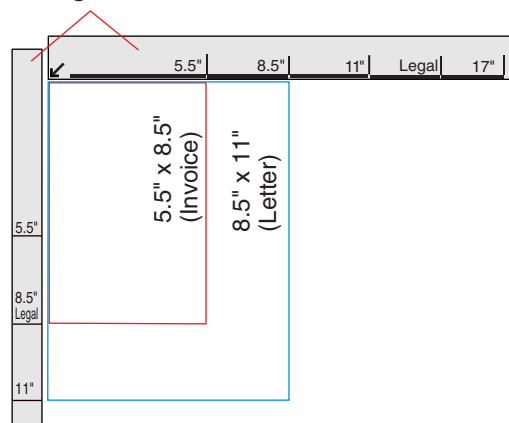
- If the original is not positioned properly, a portion of the original may not be copied.
- For originals smaller than 5.5" x 8.5" (Invoice) size, position the original within the 5.5" x 8.5" area and select 5.5" x 8.5".

Original Orientation

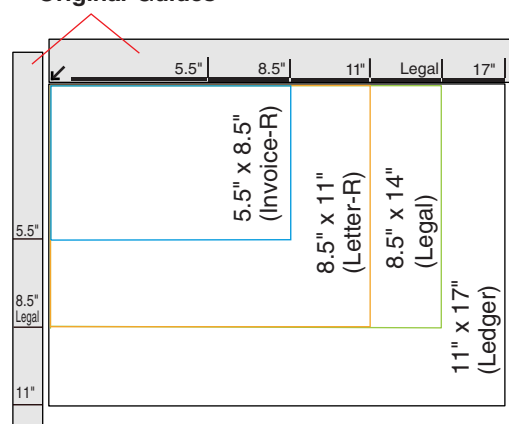
Ex: 5.5" x 8.5"



For Portrait Orientation Original Guides

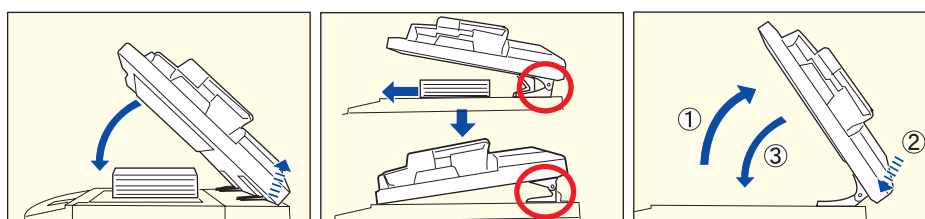


For Landscape Orientation Original Guides



Copying a thick booklet

- If there are less than 5 mm of white margin on originals, the edge of the copied paper may get blurred in white. To avoid the problem, change the setting of **"Digital Skyshot Mode"** to **"No"**. For setting of **"Digital Skyshot Mode"**, refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- After copying a thick booklet, open the ADF and verify that the ADF Hinge was returned to original position in order to prevent the rear of the ADF from being raised.



⚠ CAUTION

- When copying with the ADF open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or eye injury.
- When copying a thick original, do not use excessive force to press it against the Platen Glass. The Glass may break and cause injuries.

Basic Copy Operation

Full Size/Auto Color

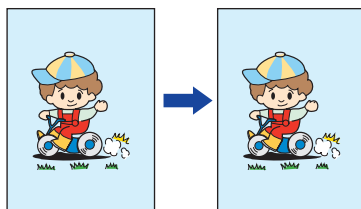
Full Size Copy

Original Size and Copy Size are automatically selected.

Ex: 8.5" x 11" Size

Original Size:
8.5" x 11"

Copy Size:
8.5" x 11"



Auto Color Copy Mode Selection

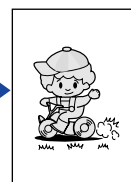
The Color Copy mode is automatically selected when colored originals are detected.

Color
Original

Color Copy

Monochrome
Original

Monochrome
Copy



NOTE

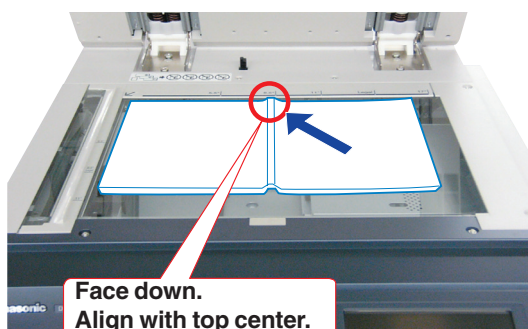
- During the copy operation and after making copies, the fan motor may spin to cool down the machine.
- When the desired size of paper is not set in the Paper Tray, use the Sheet Bypass. (See pages 76 to 77)

- 1 Place original(s) on the ADF or Platen Glass.



Face up. Up to 100
sheets (20 lb/Letter)

- When copying from the ADF, read the notice for ADF. (See pages 20, 56, and 57)



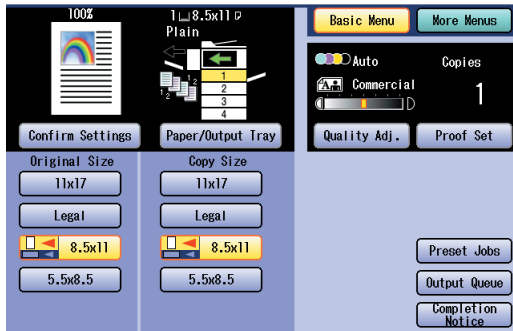
Face down.
Align with top center.

- When copying from the Platen Glass, read the notice for Platen Glass. (See pages 20, 21, 56, and 57)

- 2 Press the **Copy** key if the machine is set to other function mode.

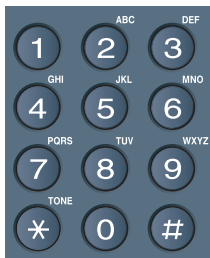


3 Select the required settings. (See pages 24 to 39)

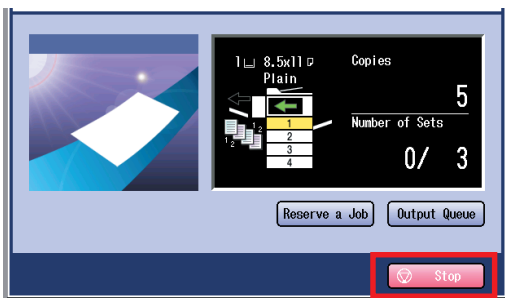
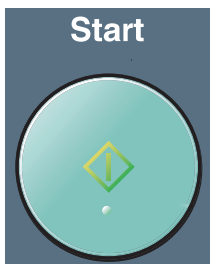


- Original Size and Copy Size are automatically selected.

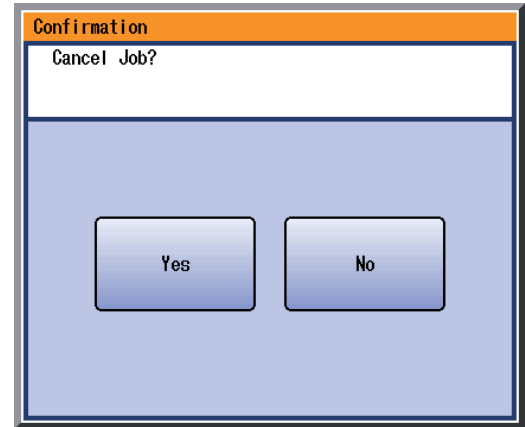
4 Enter the desired number of copies. (Up to 999)



5 Press the **Start** key.



- If you want to stop the job while making copies, select "**Stop**" on the above screen.



- Select "**Yes**" to cancel a Job.

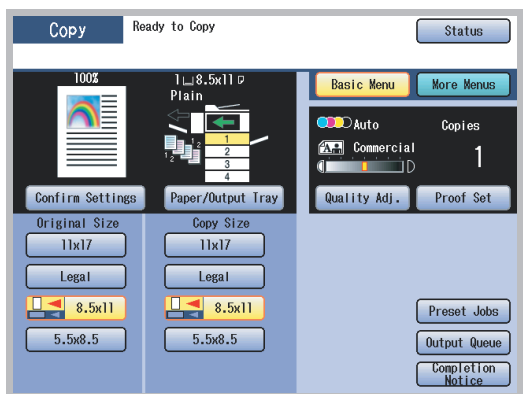
NOTE



- After finishing copying, press the **Reset** key to return the machine to the initial screen of the currently active mode.

Basic Menu and More Menus

Basic Menu



- While in the **Copy** mode, select “**Basic Menu**” to configure the following copy settings.
- For other mode settings, refer to **Basic Menu Features** in the Operating Instructions (For Copier) of provided CD-ROM.

When “Quality Adj.” is selected.



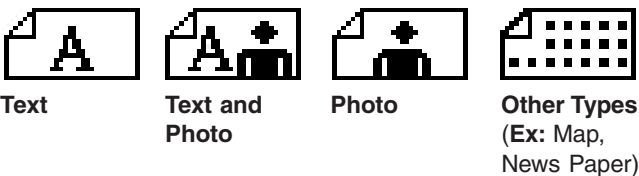
OK
Confirms settings.

Cancel
Cancels settings.

Color Copy Mode

In the “**Auto**” mode, the machine identifies the original’s color attributes and selects the appropriate mode, “**Black**” (black and white) or “**Full Color**”, automatically. The “**2 Color**” and “**1 Color**” settings must be selected manually. Refer to **Selecting the Color Mode** in the Operating Instructions (For Copier) of provided CD-ROM.

Original Type



Density (Scanning Density)

Adjusts the scanning density (7 Levels).

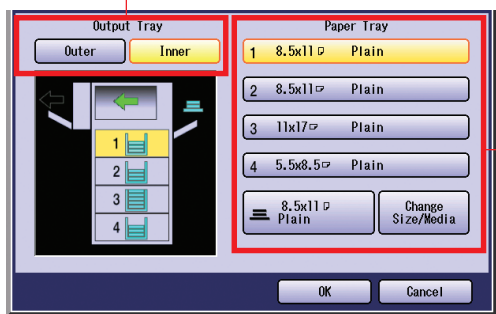
- **Lighter** : Copies a dark original image with lighter density.
- **Darker** : Copies a light original image with darker density.

Recall : Recalls the registered settings.

Save : Saves the settings.

More Settings : Selects additional settings.

When “Paper/Output Tray” is selected.



Selects the Output Tray (Inner/Outer).

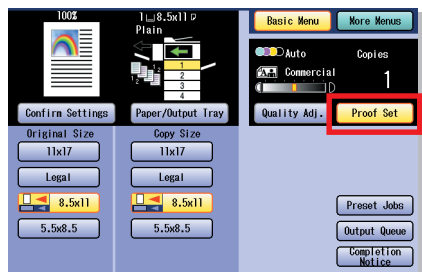
- “**Outer**” is available when the optional Finisher/Exit Tray is installed.

Selects the Paper Tray manually.

- Paper Tray 3 and 4 are available when the optional Paper Trays are installed.
- For setting the paper size and media type for Paper Trays 1-4, refer to **General Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

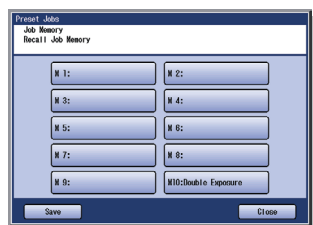
When “Proof Set” is selected.

Makes one proof copy before proceeding a multi-set copy job with various settings.



When “Preset Jobs” is selected.

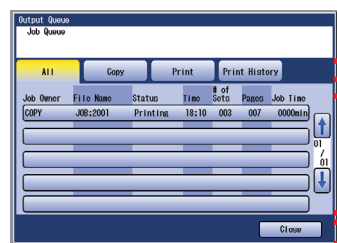
Up to 10 copy jobs can be stored in Memory (M1 to M10) for recall at a later time.



- When using the Double Exposure mode, M10 is turned On and other job requiring memory cannot be used.

When “Output Queue” is selected.

Displays a list of jobs. The jobs in the Output Queue can be deleted, and the priority of the print jobs can be changed.



All
Indicates All jobs.

Copy
Indicates Copy jobs.

Print
Indicates Print jobs.
(Requires 4-digit password.)

Print History
Indicates the history of Print jobs.

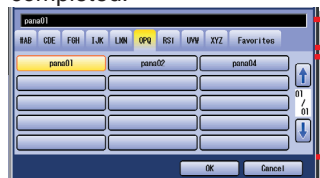
Indicates active and reserved jobs.

Close
Exits the Output Queue screen.

Ex: All

When “Completion Notice” is selected.

A Job Completion Notice is displayed via a pop-up window on the desktop of your PC when the copy job is completed.



Select alphabetical group.

Indicates PC list in the selected alphabetical group.

- Before using this function, install the Panasonic Document Management System and PCL Printer Driver, and then set up each software.
- Refer to **Completion Notice Function** in the Operating Instructions (For Setting Up) of provided booklet.

When “Confirm Settings” is selected.

The copy settings can be confirmed.

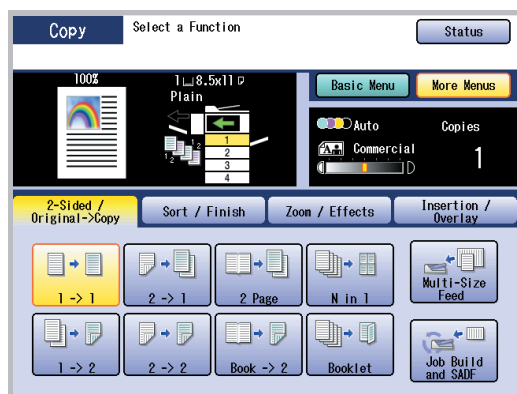


- Refer to **Confirming/Editing the Selected Copy Features** in the Operating Instructions (For Copier) of provided CD-ROM.



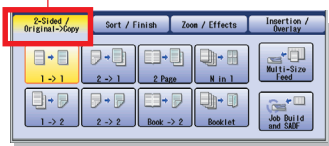
Basic Menu and More Menus

More Menus



- While in the **Copy** mode, select "**More Menus**" to configure the following copy settings.
- For other mode settings, refer to **More Menu Features** in the Operating Instructions (For Copier) of provided CD-ROM.

2-Sided / Original->Copy tab



1 -> 1
1-Sided Original to
1-Sided Copy (default)



1 -> 2
1-Sided Original
to 2-Sided Copy



2 -> 2
2-Sided Original
to 2-Sided Copy

(See pages 30 to 31)



Book -> 2
Book Original to
2-Sided Copy

(See pages 32 to 33)



N in 1
N in 1 Copy

(See pages 34 to 35)



2 Page
2 Page
Copy



Booklet
Booklet
Copy



2 -> 1
2-Sided
Original to
1-Sided Copy

Refer to **2-Sided Copy Mode** in the Operating Instructions (For Copier) of provided CD-ROM.

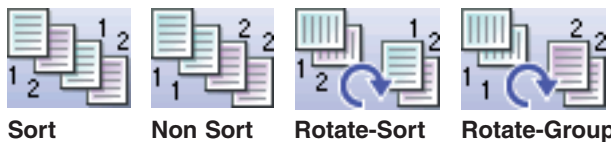
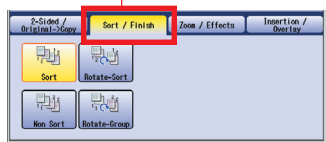


Multi-Size Feed

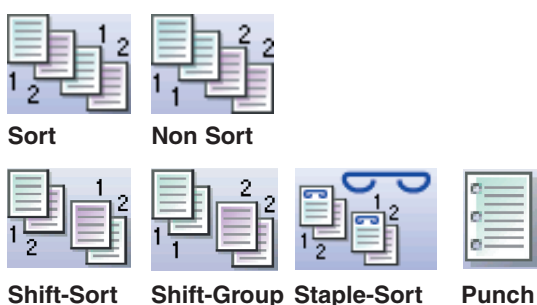
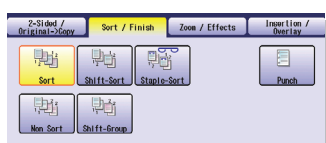


Job Build and SADF

Sort / Finish tab

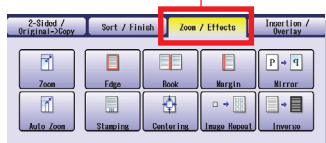


When optional Finisher is not installed.
(See pages 36 to 37)



When optional Finisher is installed.
(See pages 36 to 37)

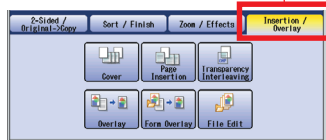
Zoom / Effects tab



Refer to **Zoom Mode** and **Effect Modes** in the Operating Instructions (For Copier) of provided CD-ROM.



Insertion / Overlay tab



Refer to **Insertion Modes** and **Overlay Modes** in the Operating Instructions (For Copier) of provided CD-ROM.

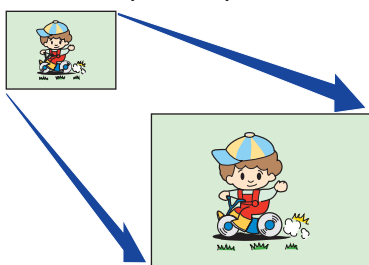


Reduction / Enlargement Copy

Copying with Preset Ratios (Reduction/Enlargement)

Ex: Enlargement

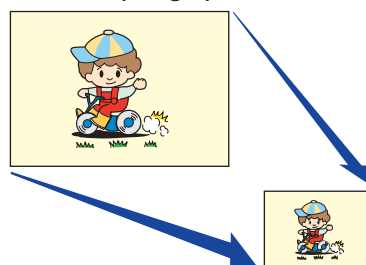
8.5" x 11" (Letter-R)



11" x 17" (Ledger)

Ex: Reduction

11" x 17" (Ledger)



8.5" x 11" (Letter-R)

NOTE

- When changing the paper size, select **"Paper/Output Tray"** and select a Paper Tray. Do not try to change paper size with the Copy Size buttons because selected copy size will be changed.

- Place original(s) in Landscape Orientation on the ADF or Platen Glass. (See pages 20 to 21)

From ADF

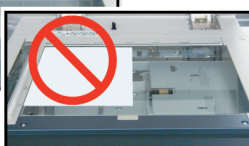
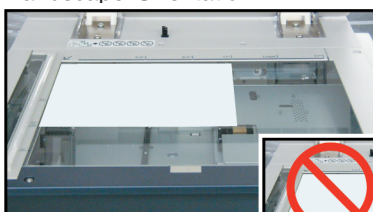
Landscape Orientation



Portrait Orientation

From Platen Glass

Landscape Orientation



Portrait Orientation

- Press the **Copy** key if the machine is set to other function mode.

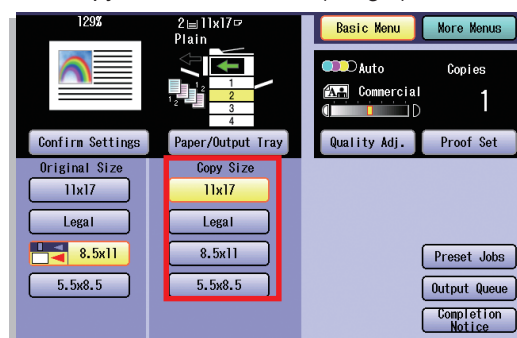


- Select a Copy Size.

Ex: Enlargement

Original Size: 8.5" x 11" (Letter-R)

Copy Size : 11" x 17" (Ledger)



The exact ratio (%) is automatically selected.

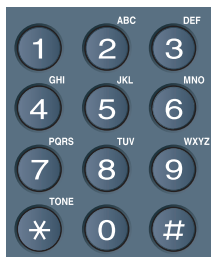
(%)

Original Size (Landscape)	Copy Size (Landscape)			
	11" x 17"	Legal	8.5" x 11"	5.5" x 8.5"
11" x 17"	100	77	65	50
Legal	121	100	79	61
8.5" x 11"	129	100	100	65
5.5" x 8.5"	200	155	129	100

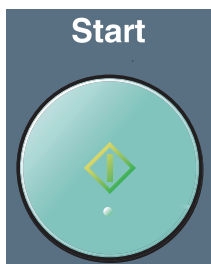
(Legal : 8.5" x 14")

- Paper Tray will be selected according to the copy size.
- When the suitable paper is not in the Paper Tray, use the Sheet Bypass.
(See pages 76 to 77)

4 Enter the desired number of copies.
(Up to 999)



5 Press the **Start** key.



NOTE

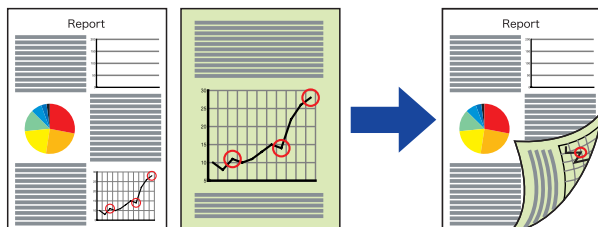


- After finishing copying, press the **Reset** key to return the machine to the initial screen of the currently active mode.

2-Sided Copy

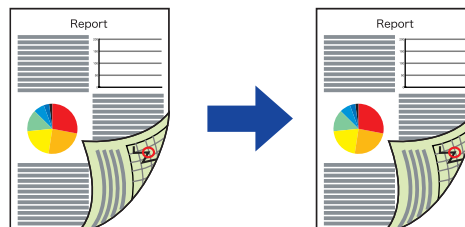
1 -> 2 Copy

Select the “1 -> 2” copy mode when copying two 1-sided originals onto one 2-sided copy. The 1st original's image is copied onto the front side and the 2nd original's image is copied onto the back side of the copy.



2 -> 2 Copy

Select the “2 -> 2” copy mode when copying one 2-sided original onto one 2-sided copy. (Same as the original)



1 Place original(s) on the ADF or Platen Glass. (See pages 20 to 21)

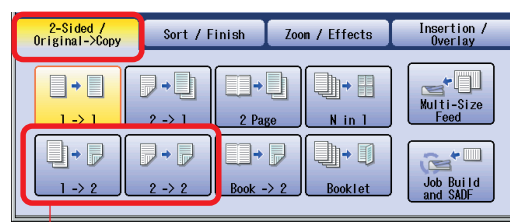
2 Press the **Copy** key if the machine is set to other function mode.



3 Select “More Menus”.



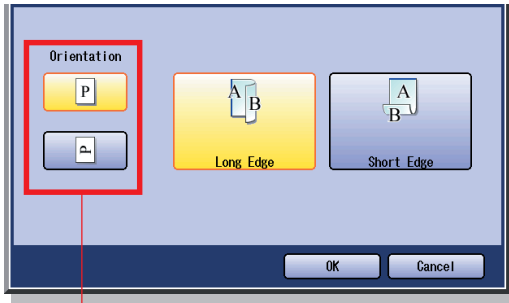
4 Select “2-Sided / Original->Copy”, and then select “1 -> 2” or “2 -> 2”.



1 -> 2:
Two 1-sided originals are copied to one 2-sided copy.

2 -> 2 (Platen Glass is not available)
One 2-sided original is copied to one 2-sided copy.

5 Select an Original Orientation. (Ex: 1 -> 2 screen)



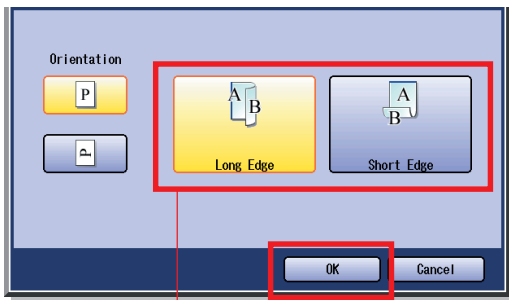
or



Portrait :
Portrait orientation denotes a media that is taller than its width.

Landscape :
Landscape orientation denotes a media that is wider than its height.

6 Select a Copy Bind Position, and then select "OK". (Ex: 1 -> 2 screen)

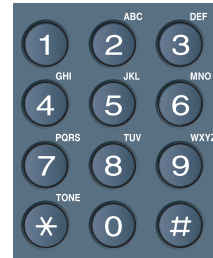


② Select "OK".

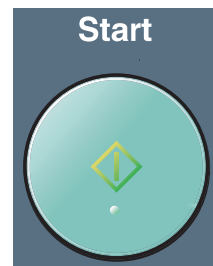
① Select "Long Edge" or "Short Edge".

Long Edge	Short Edge
 Long Edge Style (Portrait)	 Short Edge Style (Portrait)
 Long Edge Style (Landscape)	 Short Edge Style (Landscape)

7 Enter the desired number of copies. (Up to 999)



8 Press the **Start** key.



- When copying from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.
- When setting "Edge" or "Margin" in the 2-Sided copy mode, the printing position may differ on each side of the paper. Refer to **Effect Modes** in the Operating Instructions (For Copier) of provided CD-ROM.

NOTE



- After finishing copying, press the **Reset** key to return the machine to the initial screen of the currently active mode.

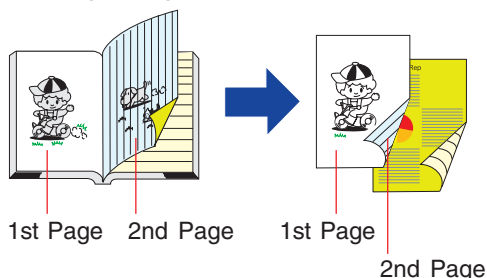


2-Sided Copy

Book -> 2 Copy

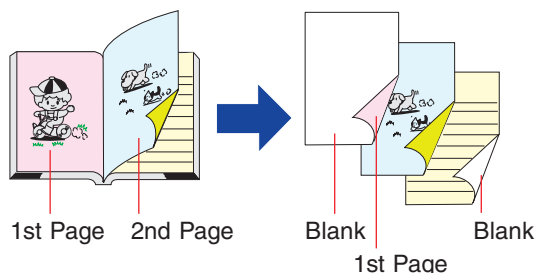
Select the “**Book -> 2**” copy mode when copying two facing pages or a 11" x 17" size original on two separate 8.5" x 11" size sheets.

1st Page Imaged



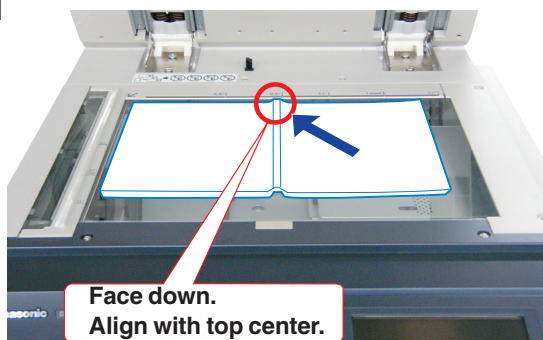
The 1st page is copied onto the front side and the 2nd page is copied onto the back side of the same paper.

1st Page Blank



Blank page is copied onto the front side and the 1st page is copied onto the back side of the same paper. (The 2nd and 3rd pages are copied onto the next paper.) For adding a cover page to copies, refer to **More Menu Features** in the Operating Instructions (For Copier) of provided CD-ROM.

1 Place a book on the Platen Glass.

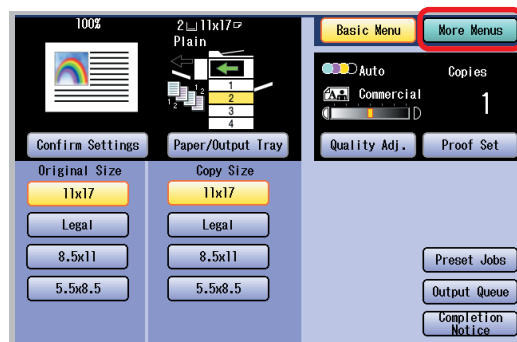


- ① Open the ADF.
- ② Place a book on the Platen Glass.
- ③ Close the ADF.

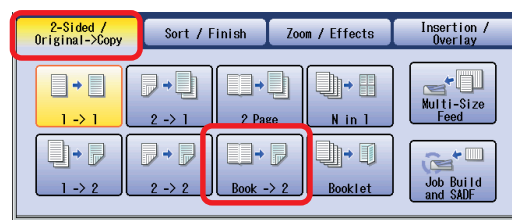
2 Press the **Copy** key if the machine is set to other function mode.



3 Select “**More Menu**”.

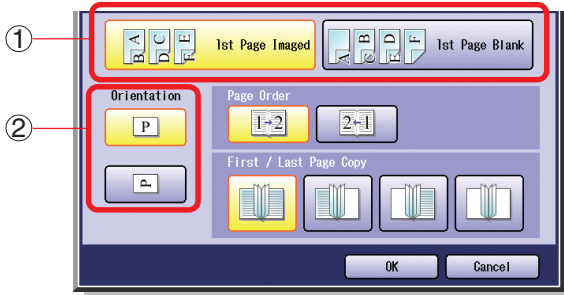


4 Select “**2-Sided / Original -> Copy**”, and then select “**Book -> 2**”.

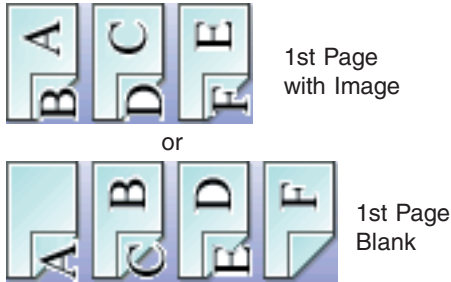


- You cannot select “**Book -> 2**” when the “**Multi-Size Feed**” is selected.

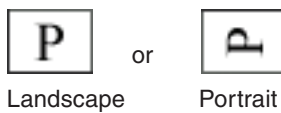
5 Select a Book Format and the Orientation.



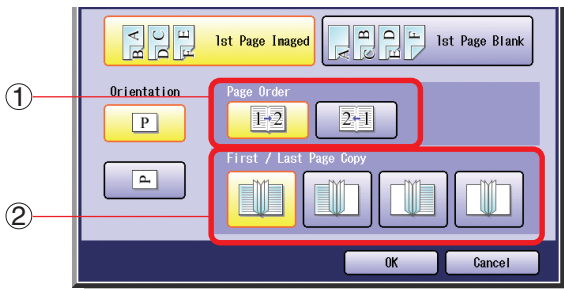
① Select a Book Format.



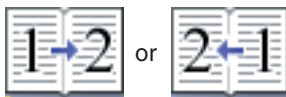
② Select the Orientation.



6 Select the Page Order and the Copy Format.



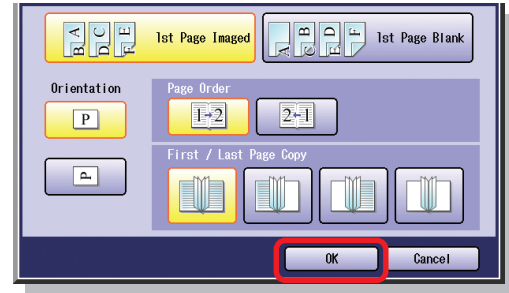
① Select the Page Order.



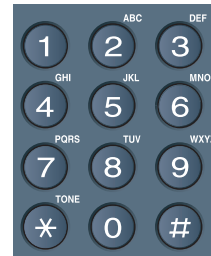
② Select the desired Copy Format.

	The first through last page are copied.
	The first page and beyond are copied, but the last page is not copied.
	The first page is not copied, but the rest including the last page is copied.
	The first and last page are not copied.

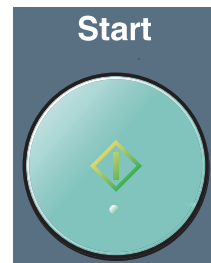
7 Select "OK".



8 Enter the desired number of copies. (Up to 999)



9 Press the **Start** key.



- When copying from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

NOTE



- After finishing copying, press the **Reset** key to return the machine to the initial screen of the currently active mode.



N in 1 Copy

N in 1 Copy

Select the “N in 1” copy mode when copying 2, 4 or 6 sheets of originals (printed on 1-side) onto 1 sheet of paper.

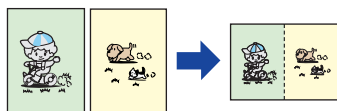
Ex: “4 in 1” Copy

If you copy 4 sheets of originals which are printed on 1-side.

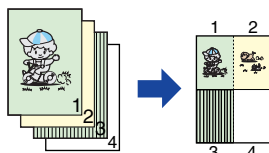
They are reduced and copied onto 1-side of a single sheet of paper.

<For Portrait orientation>

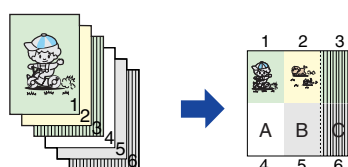
2 in 1 Copy



4 in 1 Copy



6 in 1 Copy

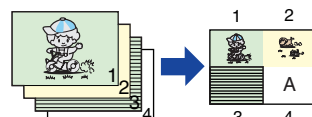


<For Landscape orientation>

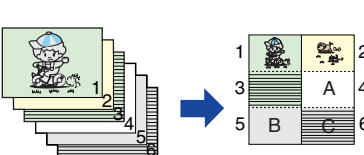
2 in 1 Copy



4 in 1 Copy



6 in 1 Copy



- 1 Place original(s) on the ADF or Platen Glass. (See pages 20 to 21)

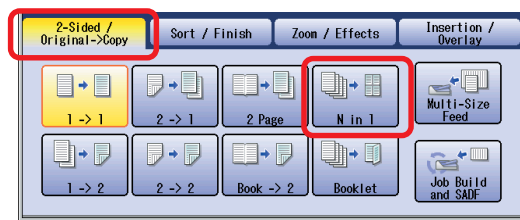
- 2 Press the **Copy** key if the machine is set to other function mode.



- 3 Select “More Menus”.

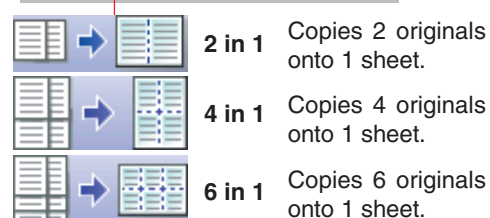
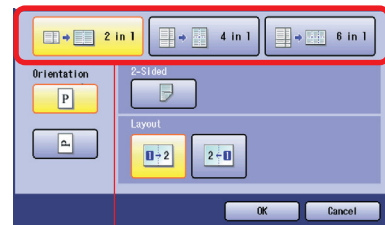


- 4 Select “2-Sided / original -> Copy”, and then select “N in 1”.

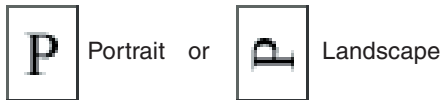
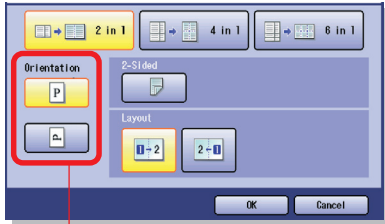


- You cannot select “N in 1” when the “Multi-Size Feed” is selected.

- 5 Select the N in 1 mode.
(Ex: 2 in 1 screen)

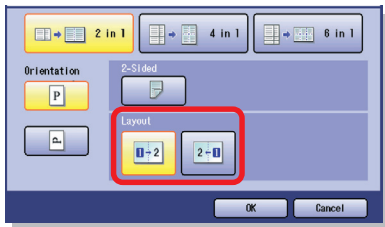


6 Select an Original Orientation. (Ex: 2 in 1 screen)

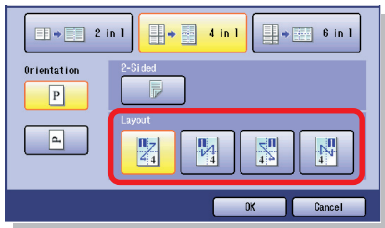


7 Select the Copy Layout Format, and then select "OK".

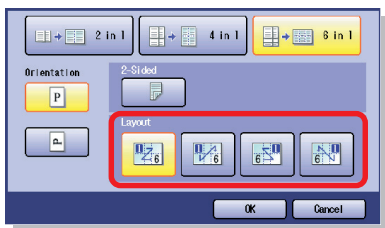
For 2 in 1



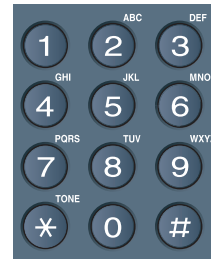
For 4 in 1



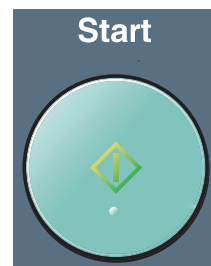
For 6 in 1



8 Enter the desired number of copies. (Up to 999)



9 Press the **Start** key.



- When copying from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

NOTE



- After finishing copying, press the **Reset** key to return the machine to the initial screen of the currently active mode.



Sort Copy / Finishing

Sort Copy / Finishing

Sort



Rotate-Sort (Letter size only)



When loading both Letter and Letter-R sized paper, multiple copy sets are sorted automatically and stacked in alternate direction (rotation of 90 degrees).

Rotate-Group (Letter size only)



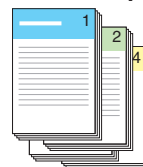
When loading both Letter and Letter-R sized paper, multiple copies of individual pages are stacked in alternate direction (rotation of 90 degrees).

- The following Finishing modes are available when the optional Finisher and Punch Unit are installed.
- For more details, refer to **Sort Mode** in the Operating Instructions (For Copier) of provided CD-ROM.

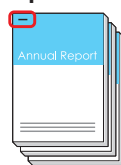
Shift-Sort



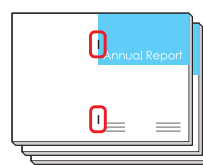
Shift-Group



Staple-Sort



Saddle-Stitch



Punch

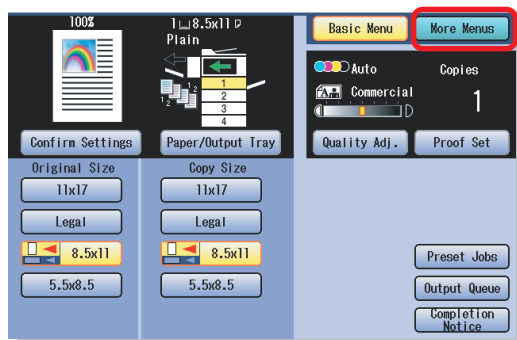


- 1 Place originals on the ADF or Platen Glass. (See pages 20 to 21)

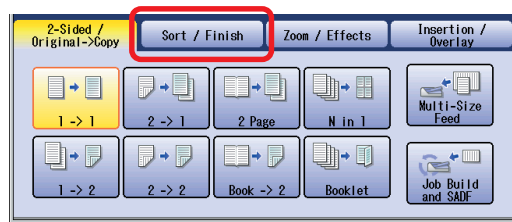
- 2 Press the **Copy** key if the machine is set to other function mode.



- 3 Select **"More Menus"**.

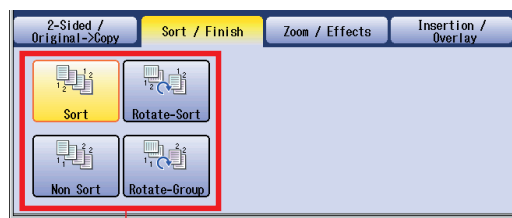


- 4 Select **"Sort / Finish"**.



- 5 Select a Finishing mode.

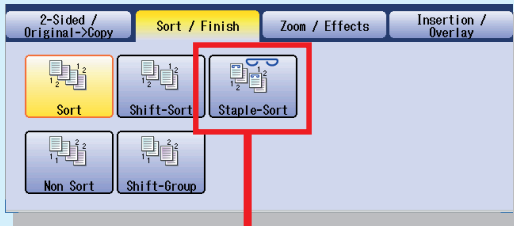
When optional Finisher is not installed



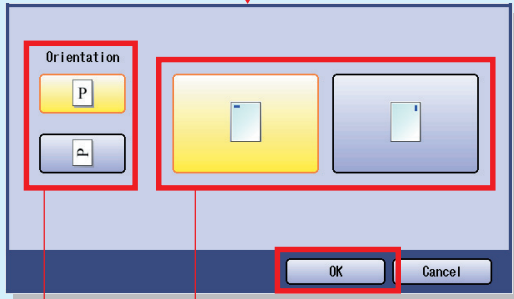
Sort, Rotate-Sort, Non Sort, or Rotate-Group

- When the optional Finisher is installed, see the next page.

When optional 1Bin Finisher is installed.



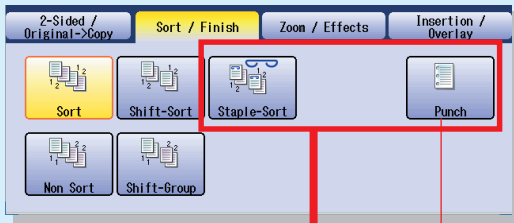
Ex: Portrait Original



Select the Orientation.

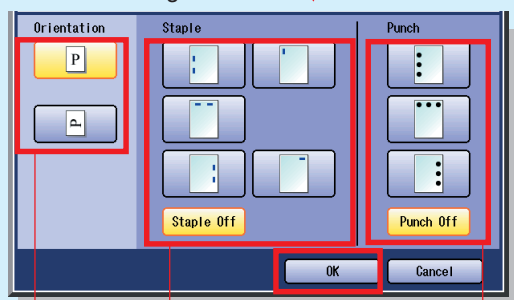


When optional 1Bin Saddle-Stitch Finisher is installed.



Ex: Portrait Original

When the optional Punch Unit is installed.



Select the Orientation.

Select the Staple Position.

Select the Punch Position.

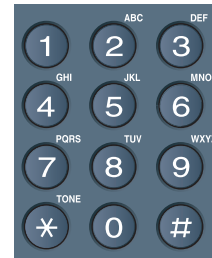
Description for Icon

Ex: Portrait (1Bin Saddle-Stitch Finisher)

Staple	Punch
<p>Copy</p> <p>Staple Position</p>	<p>Copy</p> <p>Punch Position</p>

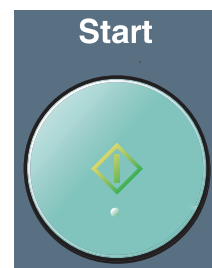
6

Enter the desired number of copies.
(Up to 999)



7

Press the **Start** key.



- When copying from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

NOTE



- After finishing copying, press the **Reset** key to return the machine to the initial screen of the currently active mode.



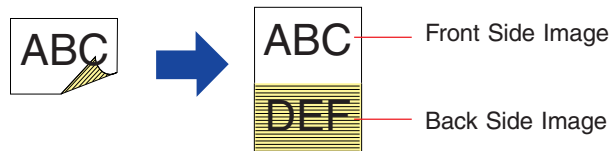
Others

Double Exposure

Select the **Double Exposure** copy mode when copying a 2-sided original that is smaller than 5.5" x 8.5" in size onto a standard size media (**Ex:** Letter size). One side (Front) of the original is copied at the top of the page and the other side (Back) is copied at the bottom on the copied media as illustrated below.

Ex: Name card (printed on both side)

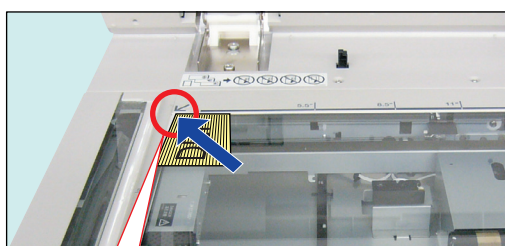
Original Size: Copy Size:
(less than 5.5" x 8.5") (Letter)



NOTE

- If the following situation should arise while you are copying an original with the ADF open, close the ADF and continue copying.
 - When a bright light shines on the Platen Glass, the position of the original may not be detected correctly.
 - If there are less than 5 mm of white margin on originals, the edge of the copied paper may get blurred in white.

- 1 Place original on the Platen Glass.
(This feature is not available when using the ADF.)



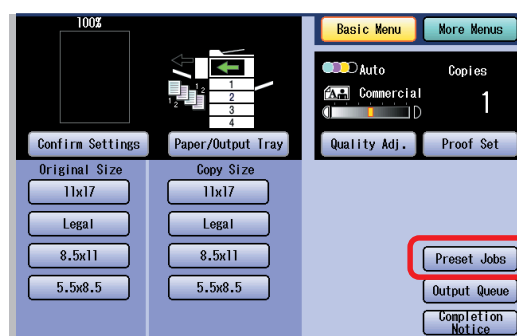
Face down.
Align with top left corner.

- Leave the ADF open while making copies.

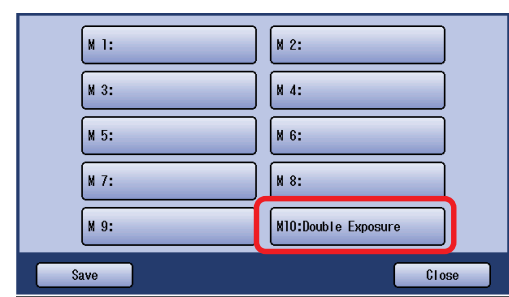
- 2 Press the **Copy** key if the machine is set to other function mode.



- 3 Select **"Preset Jobs"**.

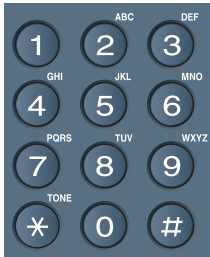


- 4 Select **"M10:Double Exposure"**.

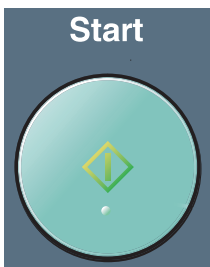


- If the Confirmation screen "Ready for M10 Memory Copy" is displayed, select **"Close"**.
- When selecting **"M10:Double Exposure"**, the previous settings will be cleared. Select other settings (**Ex:** "Sort" copy) after selecting **"M10:Double Exposure"**.

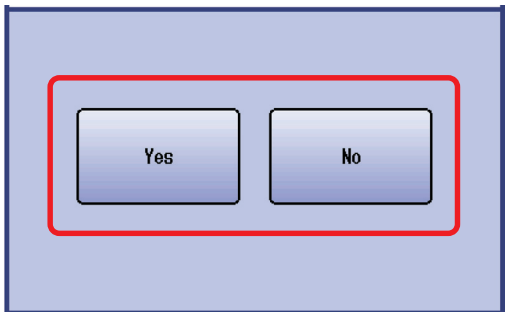
5 Enter the desired number of copies.
(Up to 999)



6 Press the **Start** key.

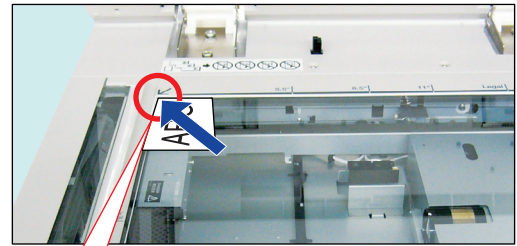


7 Select "Yes" or "No" to copy the back side of the original.



- The message is changed according to the Sort mode.
For Non Sort : The message "Another Original?" is displayed. Select "Yes".
For Sort : The message "Last Original?" is displayed. Select "No".

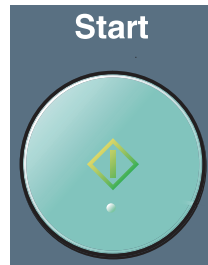
8 Place the back side of the original on the Platen Glass.



Face down.
Align with top left corner.

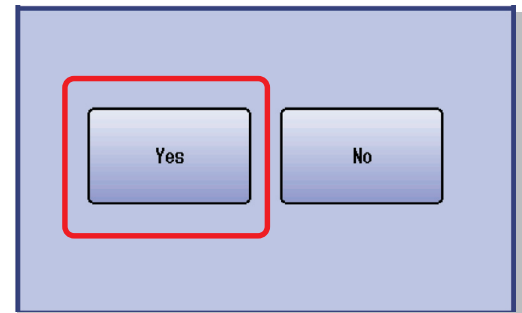
- Leave the ADF open while making copies.

9 Press the **Start** key.



For Sort mode only

10 Select "Yes" to finish copying.



- To continue copying other originals, select "No" and place the next original and follow the instructions described on the Touch Panel Display.

NOTE



- After finishing copying, press the **Reset** key to return the machine to the initial screen of the currently active mode.



Printing from SD Memory Card / PC

Printing Images Directly from the SD Memory Card



Printing from PC

When using the machine as printer, installation of printer driver is necessary.

For installation, refer to **Installation** in the Operating Instructions (For Setting Up) of provided booklet.

For configuration of printer driver, refer to **Configuring the Printer Driver Settings** in the Document Management System (Printer Driver) of provided CD-ROM.

ATTENTION

- Be sure to use only a genuine SD Memory Card.
- The image data saved on the SD Memory Card or PCMCIA/PC Card cannot be printed if the Function Parameter “**84 SD/PC Card Function**” (General Settings > Key Operator Mode) is set to “**No**”. For more details on this setting, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

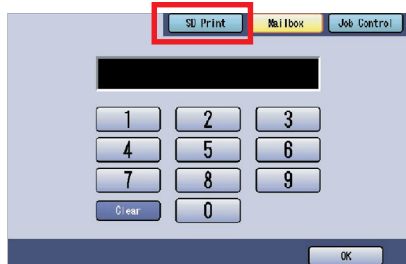
NOTE

- Any commercial grade genuine SD / SDHC Memory Card can be used.
- For acceptable memory card for PCMCIA/PC Card Adapter (Type II, 3.3V Operating Voltage Only), refer to the PCMCIA/PC Card Adapter's manual.
- The optional Printer Controller Module is required for printing text/graphic files in the PDF format.
- Some TIFF and PDF files cannot be printed directly from the SD Memory Card depending on the type of format.
- When the printing result differs from the actual photograph image, set the Printer Setting “**27 Auto Contrast Mode**” to “**On**”. The machine will automatically adjust the print quality (the initial setting of this function is “**Off**”). However, the level of improvement will vary with each photograph since the adjustment is done automatically by the machine. For details, please refer to the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 1 Press the **Print** key if the machine is set to other function mode.



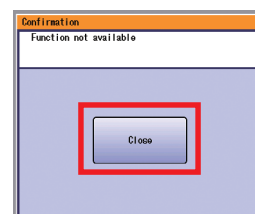
- 2 Select “**SD Print**”.



- For details about “**Mailbox**” and “**Job Control**”, refer to **Print Operation (for Printer)** in the Document Management System (Printer Driver) of provided CD-ROM.

NOTE

- If the setting of Function Parameter “**84 SD/PC Card Function**” (General Settings > Key Operator Mode) is set to “**No**”, the Confirmation screen displays the “Function not available” error message and beeps.



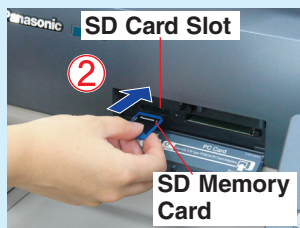
- If you do not touch any key for 3 seconds, or select “**Close**” on the Touch Panel Display, the machine will display the previous screen. For more details, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

3 Insert the SD Memory Card or PCMCIA/PC Card Adapter with a memory card into the Card Slot on the machine.



Push the Slot Cover to open it.

For SD Memory Card



Label side up



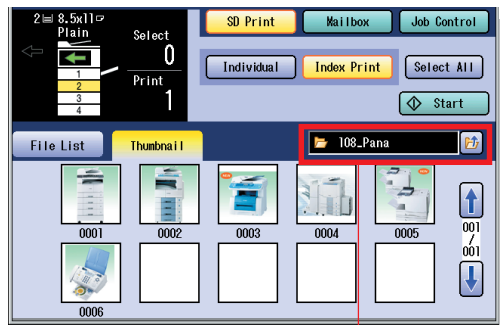
For PCMCIA/PC Card Adapter (Type II, 3.3V Operating Voltage Only)



PCMCIA/PC Card Adapter (with a memory card)

4 The data on the SD Memory Card and the name of the folder storing the data are displayed automatically.

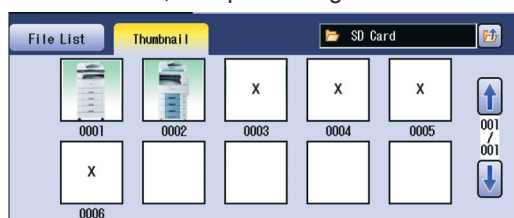
Ex: Thumbnail



Folder

- If there are no photos on the SD Memory Card, a file list is displayed instead of the Thumbnail image.
- If the desired data and the name of the folder are not displayed, keep pressing the button until the desired data and folder appears. For details regarding the folder name, refer to the Camera's manual.

Ex: JPEG files, except from digital camera

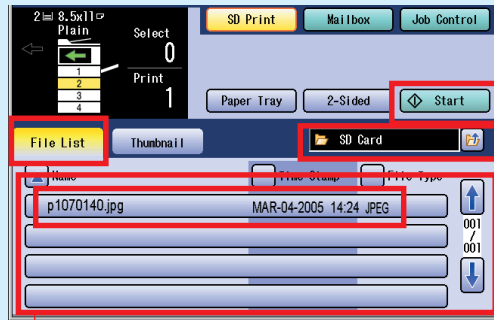


- Only JPEG files (with EXIF format ver 2.1 or later for the digital camera) are displayed as photo images.

When printing files in different formats or edited by a computer, select "File List" and print the data using the File List.

When printing image from File List

When "File List" is selected, select folder and image on the SD Memory Card, and then select "Start".



① If the desired data and the name of the folder are not displayed, keep pressing the button until the desired data and folder appears.

② Select folder and image data. ③ Select "Start".

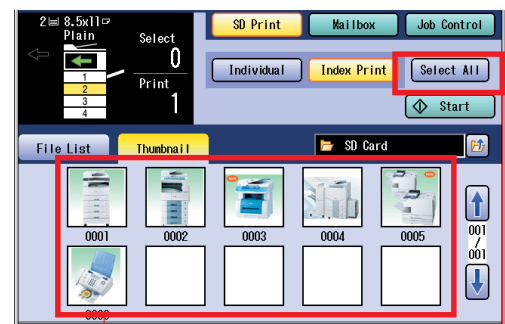
- Only 1 image can be selected at a time.
- After printing is completed, remove the SD Memory Card from the Card Slot. (See page 43)
- If there is no data on the SD Memory Card, nothing is displayed.

- The default directory can be set to display either "DCIM" (a folder for digital camera images) or "Scan Img" by changing the setting of the Function Parameter "28 SD/PC Card Def. Dir." (Printer Settings > General User Mode).

For more details on this setting, refer to **Printer Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- The default display type can be set to either "Thumbnail" or "File List" by changing the setting of the Function Parameter "29 SD/PC Card Display Type" (Printer Settings > General User Mode). For more details on this setting, refer to **Printer Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

5 Select the desired Thumbnail(s) or "Select All".



Select the desired Thumbnails. (Up to 80 images)

Select All

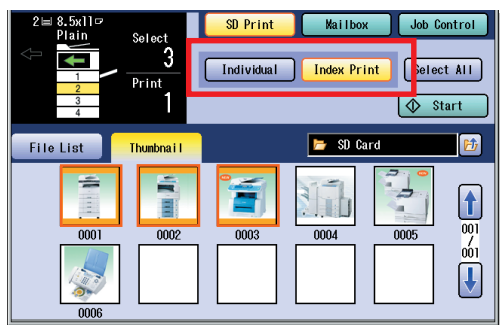
- The images are printed in the selected order.
- "Select All" selects all the thumbnails in the same folder.

Continued on the next page...



Printing from SD Memory Card / PC

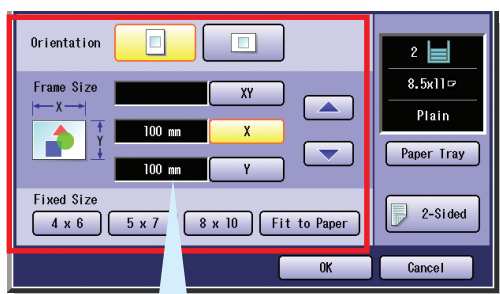
6 Select "Individual" or "Index Print".



For Individual : Follow the steps below.
For Index Print : Go to page 43.

For Individual

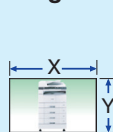
7 Select the size for the printed image.



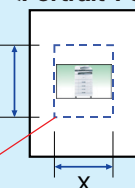
For Variable Size

Set the Frame Size in which the image will be printed without changing the horizontal to vertical ratio. The Frame Size is different from the printed image size.

Image Size

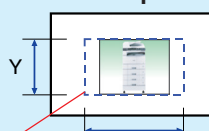


Frame Size <Portrait Format>



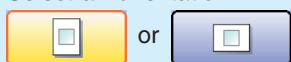
Frame

<Landscape Format>



Frame

① Select an orientation.



② Input the size for the printed frame using "▲" or "▼".

XY Changes the horizontal and vertical frame size.

X Changes the horizontal frame size.

Y Changes the vertical frame size.

For Fixed Size

Select the desired preset image size. The paper should be larger than the Frame Size.

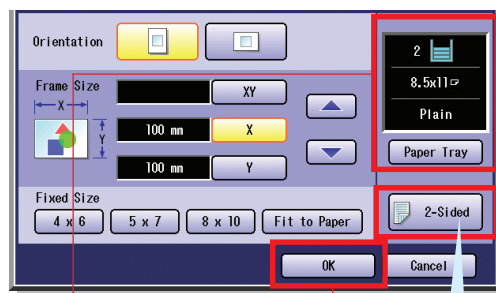
Horizontal x Vertical (inch)

4 x 6 4" x 6" **5 x 7** 5" x 7"

8 x 10 8" x 10"

Fit to Paper Fit to the paper size

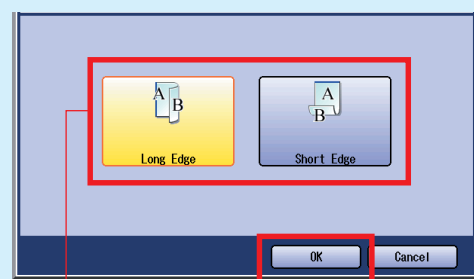
8 Select the desired Paper Tray and/or 2-Sided print, and then select "OK".



① Select a Paper Tray.

③ Select "OK".
(Go to step 9)

② When "2-Sided" is selected, select the bind position.

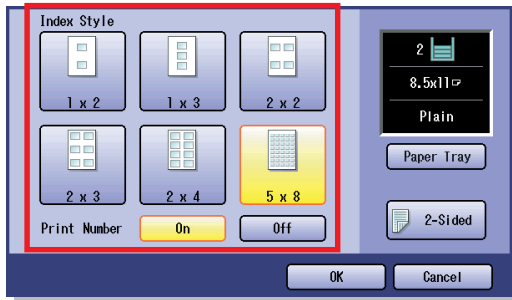


Select "OK".

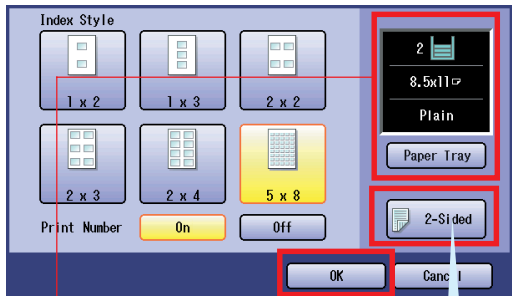
Select the bind position, "Long Edge" or "Short Edge".

For Index Print

7 Select a Printing Layout.



8 Select the desired Paper Tray and/or 2-Sided print, and then select "OK".

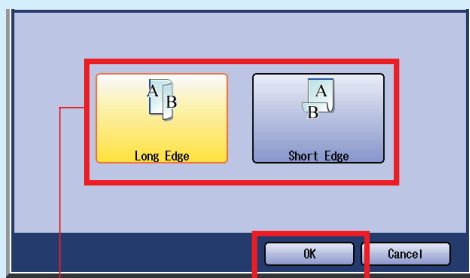


③ Select "OK".

① Select the desired Paper Tray.

- When "Index Print" is selected, only 8.5" x 11" or A4 size Paper Tray is selectable.

② When "2-Sided" is selected, select the bind position.

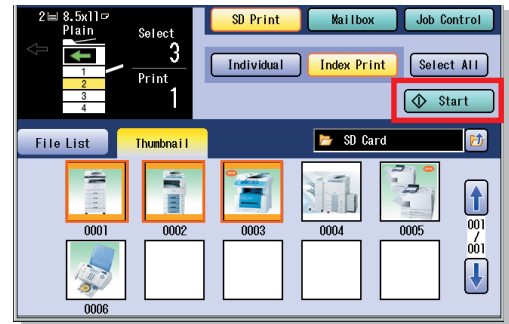


Select "OK".

Select the bind position, "Long Edge" or "Short Edge".

For Individual / Index Print

9 Select "Start".



- When printing from the SD Memory Card, printed paper is output to the Inner Tray. (Output Tray cannot be selected.)

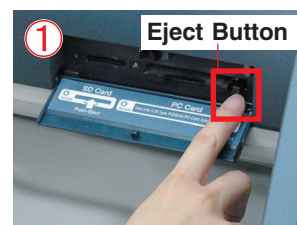
10 After printing is completed, remove the SD Memory Card or PCMCIA/PC Card Adapter from the Card Slot.

For SD Memory Card



Push the SD Memory Card.

For PCMCIA/PC Card Adapter



Push the Eject Button beside the PCMCIA/PC Card Slot.



Pull out the SD Memory Card or PCMCIA/PC Card Adapter.



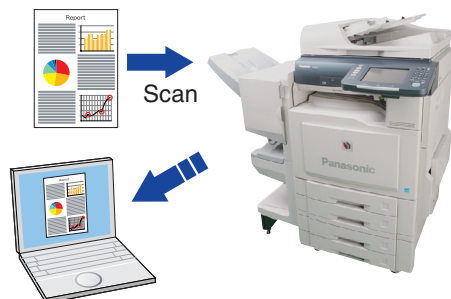
Close the Slot Cover.

- Do not remove the SD Memory Card or PCMCIA/PC Card Adapter while the Access Indicator flashes.
- When re-inserting the SD Memory Card into the slot, pull it out completely once, and then insert the card again.

Scanning

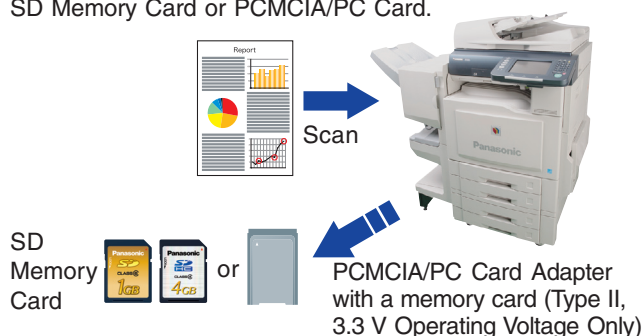
Scan to PC

Scanned data will be directly transferred to your PC. By using installed provided software (Panasonic Document Management System), you can view or edit the scanned data on your PC.



Scan to SD Memory Card or PCMCIA/PC Card

Scanned data will be directly transferred to the SD Memory Card or PCMCIA/PC Card.



ATTENTION

- Be sure to use only a genuine SD Memory Card.
- Use only Type II, PCMCIA/PC Card Adapters intended for 3.3 V operating voltage. Refer to your PCMCIA/PC Card Adapter's user manual for compatible memory cards and operating voltage specifications.
- The scanned image(s) cannot be saved to the SD Memory Card or PCMCIA/PC Card if the setting of Function Parameter "84 SD/PC Card Function" (General Settings > Key Operator Mode) is set to "No". For more details on this setting, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

NOTE

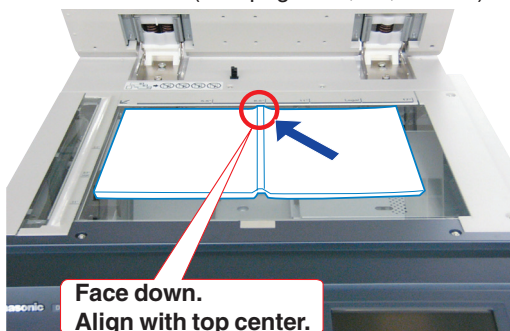
- Any commercial grade genuine SD / SDHC Memory Card can be used.
- For acceptable memory card for PCMCIA/PC Card Adapter, refer to the PCMCIA/PC Card Adapter's manual.
- When scanning to the PCMCIA/PC Card, refer to **Scan to the PCMCIA/PC Card** in the Operating Instructions (For Scanner and Email) of provided CD-ROM.
- When transferring scanned data to your PC, it is necessary first to install the Panasonic Document Management System software and set up the scanner configuration on your PC. For more details, refer to the Operating Instructions (For Setting Up) of provided booklet.

1 Place original(s) on the ADF or Platen Glass.



Face up. Up to 100 sheets (20 lb/Letter)

- When scanning from the ADF, read the notice for ADF. (See pages 20, 56, and 57)



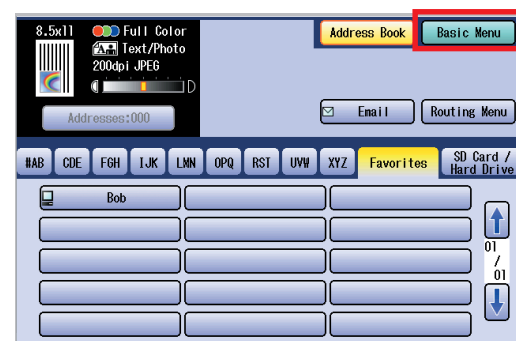
Face down. Align with top center.

- When scanning from the Platen Glass, read the notice for Platen Glass. (See pages 20, 21, 56, and 57)

2 Press the **Scan / Email** key if the machine is set to other function mode.



3 Select "**Basic Menu**" to select the required setting mode, and then select "**OK**". (See pages 46 to 47)



4 Select "Address Book", and then select the destination for the scanned data.

- When transferring the data to the SD Memory Card, select "SD Card / Hard Drive" and select "SD Card" for the destination.

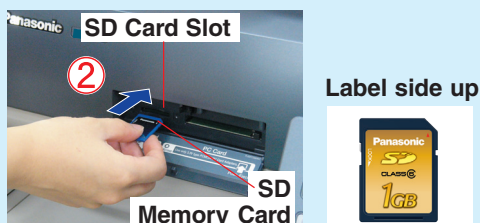


When transferring the data to the SD Memory Card.

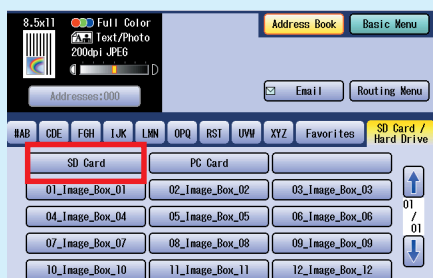
- Push the Slot Cover to open it.



- Insert the SD Memory Card as illustrated.



- Select "SD Card".

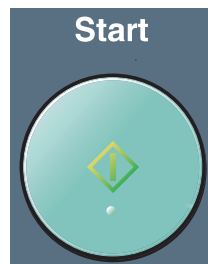


- After selecting the destination, the display will change to the "Basic Menu" screen automatically.
- Only one storage device can be selected at a time. When the "SD Card" is selected as the storage device, the scanned image cannot be saved to the PCMCIA/PC Card and Hard Disk Drive at the same time.
- If the setting of Function Parameter "84 SD/PC Card Function" (General Settings > Key Operator Mode) is set to "No", the Confirmation screen displays the "Function not available" error message and beeps.



- If you do not touch any key for 3 seconds, or select "Close" on the Touch Panel Display, the machine will display the previous screen. For more details, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

5 Press the Start key.



- When scanning from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.
- The scanned data is transferred to the PC, or to the following directory of the SD Memory Card.
Directory:
\\PRIVATE\\MEIGROUP\\PCC\\D\\IMAGE
- When the scanned data is transferred to a PC, the scanner reception notice appears on the PC's monitor.
- For more details, refer to **Scanner Settings** in the Document Management System (Communications Utility) of provided CD-ROM.

6 For SD Memory Card After the transfer is completed, remove the SD Memory Card from the Card Slot.



Push the SD Memory Card to release it.



Pull out the SD Memory Card.



Close the Slot Cover.

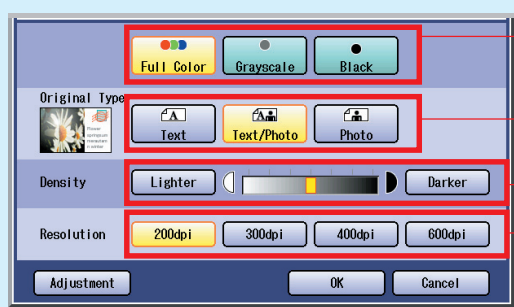
- Do not remove the SD Memory Card while the Access Indicator flashes.
- When re-inserting the SD Memory Card into the slot, pull it out completely once, and then insert the card again.

Scanning



- While in the **Scan / Email** mode, select **"Basic Menu"** to configure the following scanner settings.
- For more details, refer to **Scanner Settings** in the Operating Instructions (For Scanner and Email) of provided CD-ROM.

When "Quality Adj." is selected.



Change the required settings.

Scanning Color Mode

Full Color or Monochrome (Gray scale or Black)

Original Type

Text, Text and Photo, or Photo

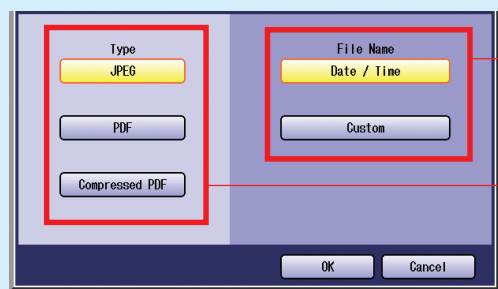
Density (Scanning Density)

Lighter or Darker (7 Levels)

Resolution

200 dpi, 300 dpi, 400 dpi, or 600 dpi

When "File Type and Name" is selected.



Select a File Name.

Date / Time

Custom (Custom file name)

Select a File Type.

JPEG

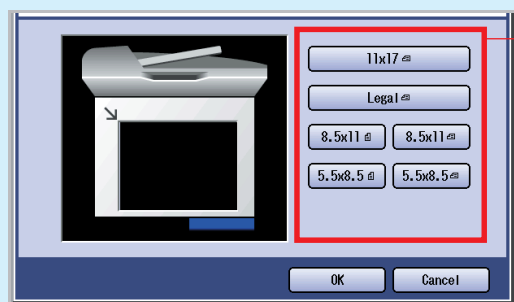
PDF

Compressed PDF

- When choosing **"Black"** in the Scanning Color mode, only PDF or TIFF is available for selection.

- Refer to **Scanner Settings** in the Operating Instructions (For Scanner and Email) of provided CD-ROM.

When "Original Size" is selected.



Select an Original Size.

11" x 17"

Legal

8.5" x 11" (Portrait Orientation)

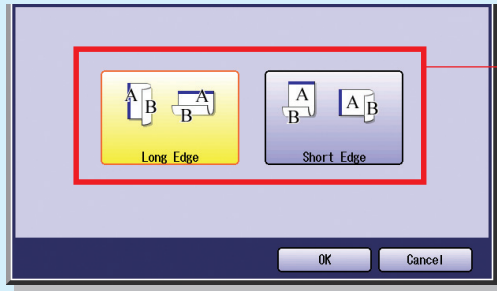
8.5" x 11" (Landscape Orientation)

5.5" x 8.5" (Portrait Orientation)

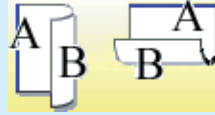
5.5" x 8.5" (Landscape Orientation)

- When scanning from ADF, **"Original Size"** cannot be selected because the size is automatically detected.

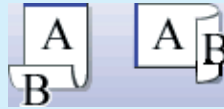
When “2-Sided Original” is selected.



Select the Original Orientation.



Long Edge:
Scans both sides of original aligning to the long edge of the original.



Short Edge:
Scans both sides of original aligning to the short edge of the original.

When “Job Build and SADP” is selected.

Refer to **Scanner Settings** in the Operating Instructions (For Scanner and Email) of provided CD-ROM.

When “Multi-Size Feed” is selected.

Refer to **Scanner Settings** in the Operating Instructions (For Scanner and Email) of provided CD-ROM.

Address Book (Email)

■ Creating an Address Book

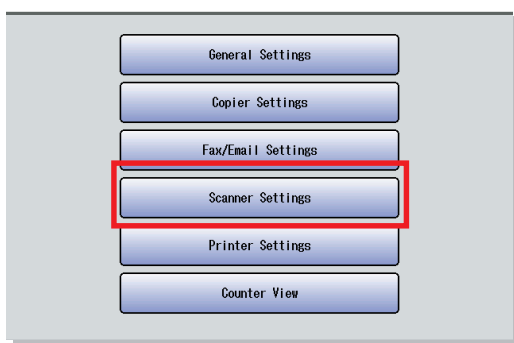
NOTE

- For details on how to edit a registered address, refer to **Adding to the Address Book** in the Operating Instructions (For Scanner and Email) of provided CD-ROM.
- Up to 200 addresses can be registered. By the service setting, up to 1000 addresses can be registered. For the service setting, contact the authorized Panasonic dealer.

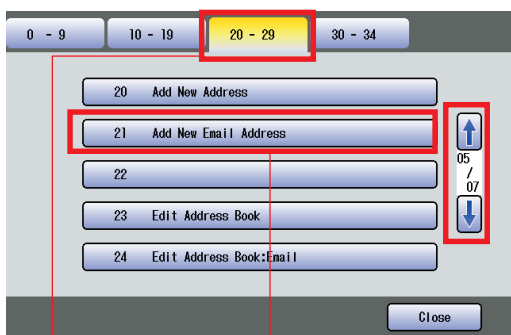
1 Press the **Function** key.



2 Select **"Scanner Settings"**.



3 Select **"21 Add New Email Address"**.



- ① Select **"20-29"**. ② Select **"21 Add New Email Address"**.

4 Enter the Email Address, and then select **"OK"**.



- ① Enter the Email Address.
(Up to 60 characters) ② Select **"OK"**.

Keyboard Button Names

Caps	To input upper case letter(s).
Numeric/Symbols	To input numbers and symbols.
Domain List	To select pre-registered domain name.
Left Arrow Right Arrow	To move the cursor () to the left or right side.
Back Space	To erase the character before the cursor.
Space	To input a space between characters.
Global	To search address from LDAP server by entering the name.

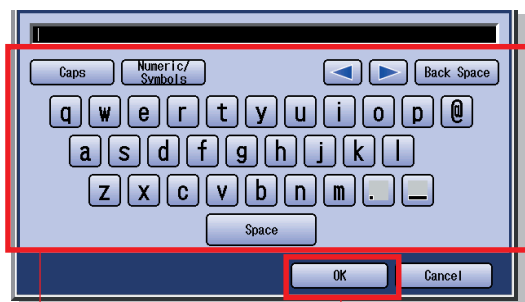
- For registration of Domain Name, refer to **Fax/Email Settings (User Parameters)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

5 Enter the Destination (PC) Name, and then select “OK”.



- ① Enter the Destination Name.
(Up to 15 characters) ② Select “OK”.

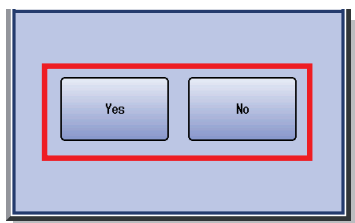
6 Enter the Key Name for the Email address, and then select “OK”.



- ① Enter the Key Name.
(Up to 15 characters) ② Select “OK”.

- Key Names are used to select destinations on the Touch Panel Display.

7 Select whether you wish to add this New Email Address to Favorites.



8 To enter other (PC) destination addresses:

Repeat steps 4 to 7.

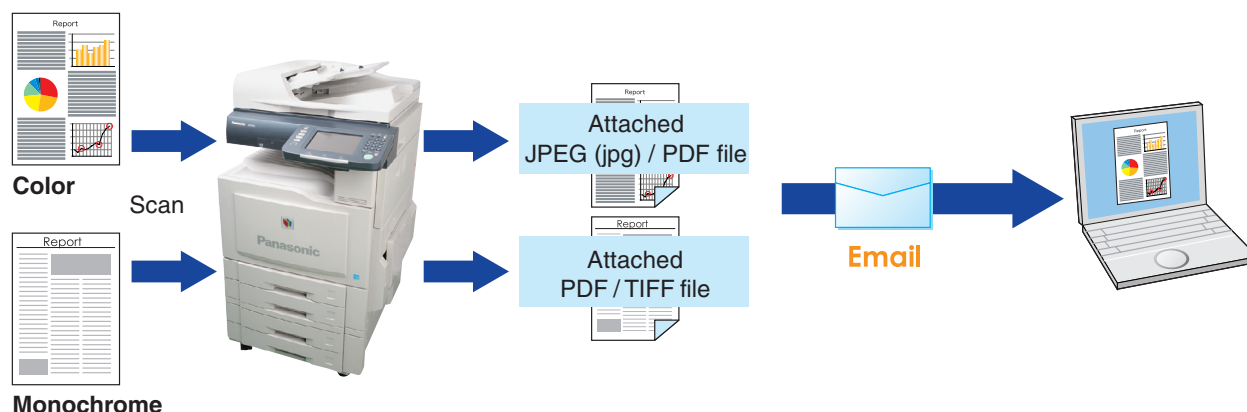
To exit this setting mode:

Press the **Reset** key.



Sending Email

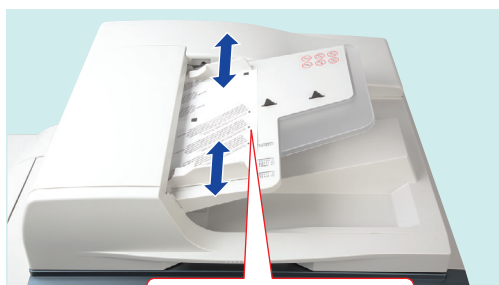
Sending the Scanned Data via Email



NOTE

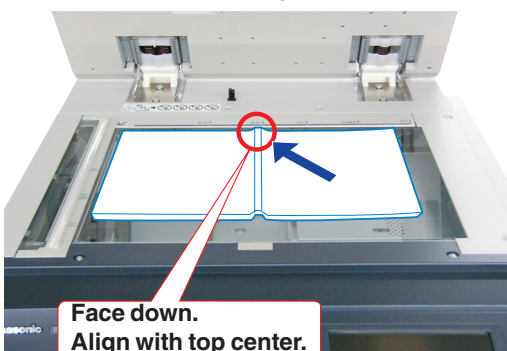
- JPEG format data is different from the PDF or TIFF format, as one file is only for one page. When sending multiple pages in the JPEG format, the same number of files as the pages is attached to an Email.
- JPEG (jpg) file is only available in the Color/Gray Scale mode.
- TIFF file is only available in the Monochrome mode.
- When selecting the destination from the Address Book, the address must be registered in advance. (See pages 48 to 49)
- For more details, refer to **Scan/Email Operations** in the Operating Instructions (For Scanner and Email) of provided CD-ROM.

- 1 Place original(s) on the ADF or Platen Glass.



Face up. Up to 100 sheets (20 lb/Letter)

- When scanning from the ADF, read the notice for ADF. (See pages 20, 56, and 57)



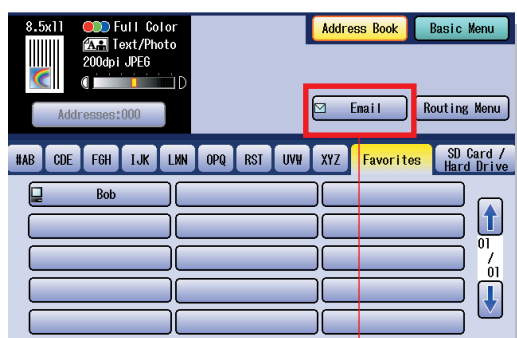
Face down. Align with top center.

- When scanning from the Platen Glass, read the notice for Platen Glass. (See pages 20, 21, 56, and 57)

- 2 Press the **Scan / Email** key if the machine is set to other function mode.



- 3 Select “**Email**”, and then enter the Email address or select an Email address from the Address Book.



Select “**Email**”.

Address Book

The Email address must be registered in advance.
(See pages 48 to 49)



- ① Select “**To**”, “**Cc**”, “**Bcc**”, or “**From**”.
- ② Select an Email address.
- ③ Select “**Close**”.

Subject : Enter the subject using the Keyboard.

Keyboard: Allows manual input of the Email address and subject, etc.

Email Addressing

Select “**Keyboard**”.

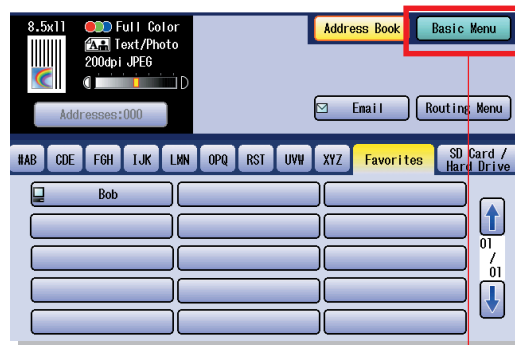


- ① Enter the Email address.
 - ② Select “**OK**”.
- After selecting “**OK**”, the screen returns to the Email screen.

Address Book: Returns to the Address Book screen.

- 4 Select “**Basic Menu**” to select the required setting mode.

(See pages 46 to 47)

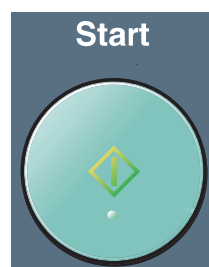


Select “**Basic Menu**”.



- To check the addresses that have been selected, select “**Addresses:000**” (the “**Addresses:000**” button becomes active only when an address is selected).

- 5 Press the **Start** key.



- When scanning from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

Address Book (Facsimile)

■ Creating an Address Book

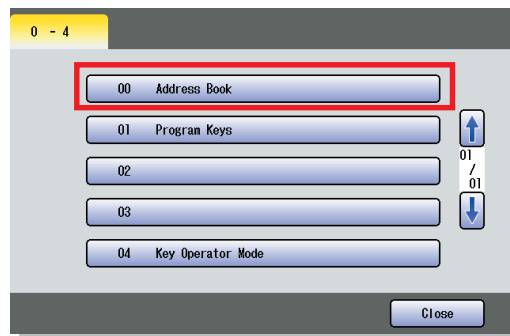
NOTE

- For details on how to edit a registered address, refer to **Address Book** in the Operating Instructions (For Facsimile and Internet Fax) of provided CD-ROM.
- Up to 200 addresses can be registered. By the service setting, up to 1000 addresses can be registered. For the service setting, contact the authorized Panasonic dealer.

1 Press the **Function** key.



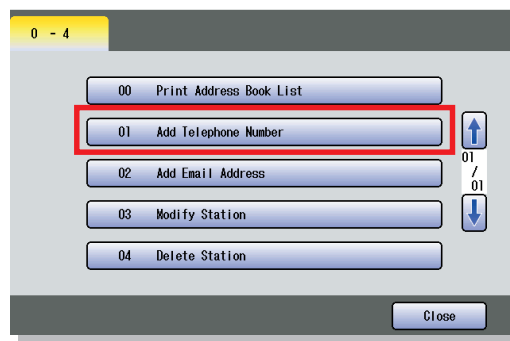
3 Select **"00 Address Book"**.



2 Select **"Fax/Email Settings"**.



4 Select **"01 Add Telephone Number"**.



5 Enter the fax number, and then select "OK".



- ① Enter a fax number.
(Up to 36 digits including pauses and spaces)
- ② Select "OK".

- If you need a special access number to get an outside line, dial it first, and then select "Pause" to enter a pause (represented by a "-") before dialing the full number.

Ex: 9 Pause 5551234 -> 9-5551234

- If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, select "*" (represented by a "/").
The Dialing mode will change from Pulse to Tone after dialing the digit "/".

Ex: 9 Pause * 5551234 -> 9-/5551234

- A "/" symbol appears when "Tone" is changed to "Pulse" in "06 Dialing Method".

6 Enter the name of the destination, and then select "OK".



- ① Enter the Destination Name.
(Up to 15 characters)
- ② Select "OK".

- To correct a mistake, press ◀ or ▶ to move the cursor to the right side of the incorrect character. Press "Back Space" to delete, and enter the correct character. (See page 48)

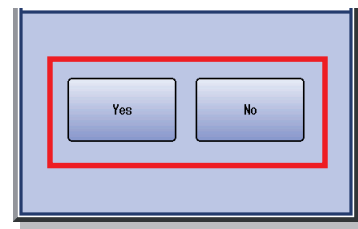
7 Enter the Key Name for the Address Book, and then select "OK".



- ① Enter the Key Name.
(Up to 15 characters)
- ② Select "OK".

- Key Names are used to select destinations on the Touch Panel Display.

8 Select whether you wish to add the telephone number to Favorites.



9 To enter other Fax numbers: Repeat steps 5 to 8.

To exit this setting mode:
Press the **Reset** key.



Address Book (Internet Fax)

■ Creating an Address Book

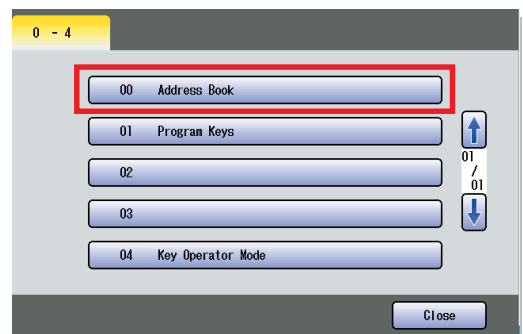
NOTE

- For details on how to edit a registered address, refer to **Address Book** in the Operating Instructions (For Facsimile and Internet Fax) of provided CD-ROM.
- Up to 200 addresses can be registered. By the service setting, up to 1000 addresses can be registered. For the service setting, contact the authorized Panasonic dealer.

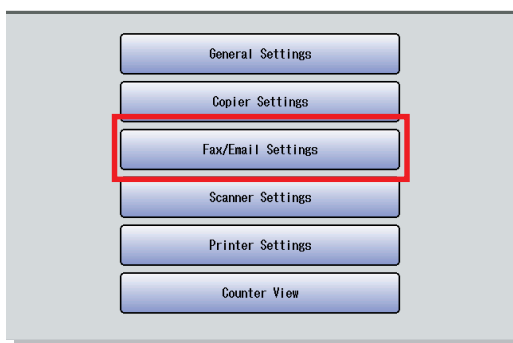
1 Press the **Function** key.



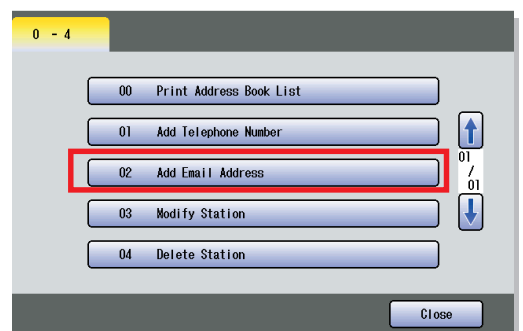
3 Select "00 Address Book".



2 Select "**Fax/Email Settings**".



4 Select "02 Add Email Address".



5 Enter the Email address, and then select **"OK"**.



① Enter the Email address.
(Up to 60 characters) ② Select **"OK"**.

- To correct a mistake, press or to move the cursor to the right side of the incorrect character. Press **"Back Space"** to delete, and enter the correct character. (See page 48)

6 Enter the name of the destination, and then select **"OK"**.



① Enter the Destination Name.
(Up to 15 characters) ② Select **"OK"**.

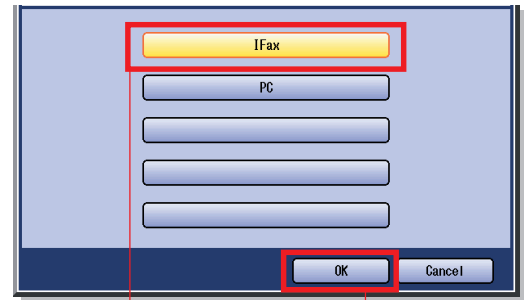
7 Enter the Key Name for the Address Book, and then select **"OK"**.



① Enter the Key Name.
(Up to 15 characters) ② Select **"OK"**.

- Key Names are used to select destinations on the Touch Panel Display.

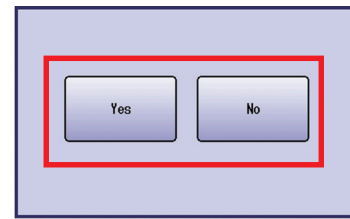
8 Select **"IFax"**, and then select **"OK"**.



① Select **"IFax"**. ② Select **"OK"**.

- When selecting **"PC"**, the registered address is displayed on both Internet Fax and Email Address Book screen.

9 Select whether you wish to add the Email Address to Favorites.



10 To enter other Email Addresses:
Repeat steps 5 to 9.

To exit this setting mode:
Press the **Reset** key.



Placing Originals (Facsimile/Internet Fax)

■ How to Place Originals

● On the ADF



Original Guides

Adjust the Original Guides to the original's width.

Originals can be set up to the Upper Limit Indicator.



Upper Limit Indicator
Upper Guide

- When scanning from the ADF, read the notice for ADF. (See pages 20, 56, and 57)

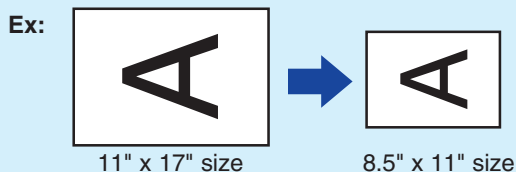
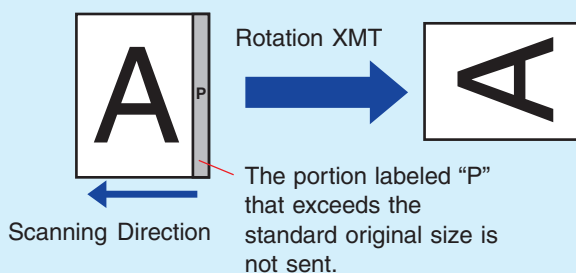
● On the Platen Glass

- When scanning from the Platen Glass, read the notice for Platen Glass. (See pages 20, 21, 56, and 57)

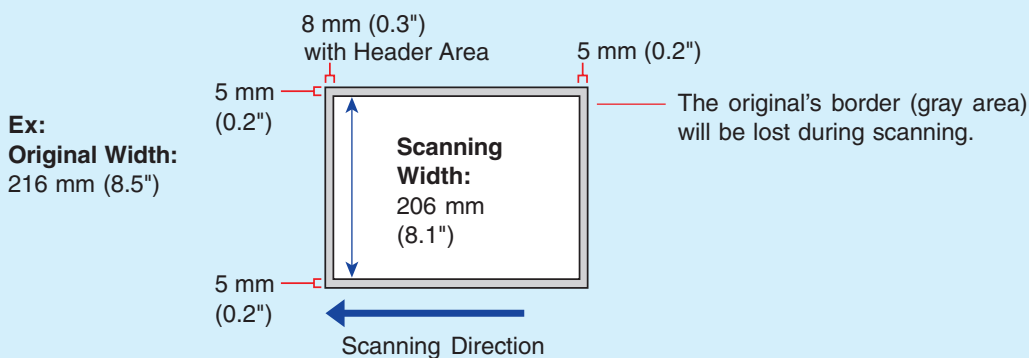
● Sending Non-Standard Size Originals

When transmitting non-standard size original(s), the machine may perform Rotate transmission automatically and not transmit the portion of the original that exceeds the standard size ("P" portion).

- Rotation XMT is not carried out in Monitor Dial transmission.
- When an oversized original is sent to another machine, it may be reduced in accordance with the other party's recording paper size.

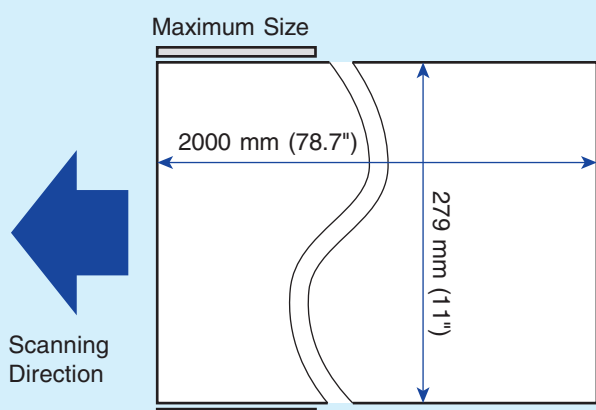


● Scanning Area

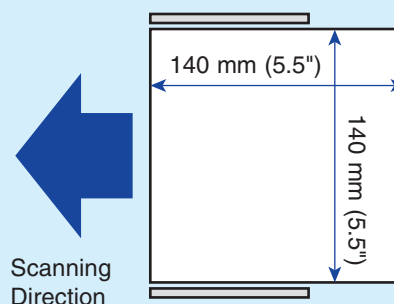


● Original Size

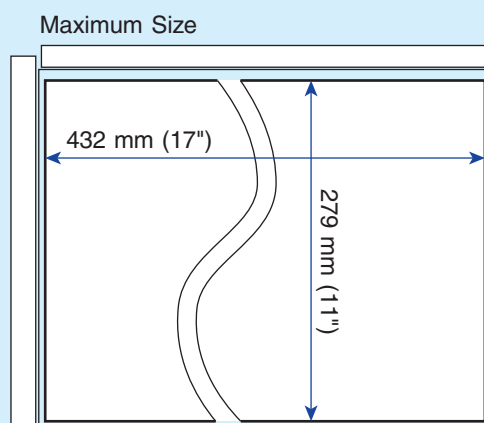
From the ADF



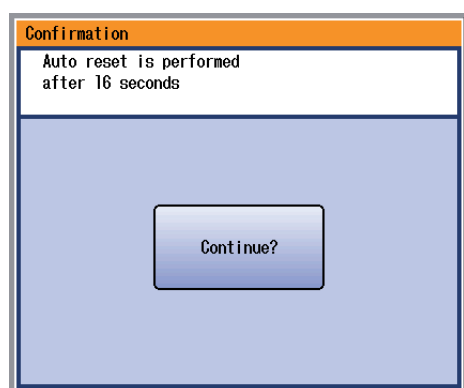
Minimum Size



From the Platen Glass



● For Auto Reset



When the pop-up screen is displayed while setting the address or facsimile mode, select **"Continue?"** on the Touch Panel Display, or press the **Stop** key on the Control Panel.

NOTE

- The initial setting for Auto Reset Time is 1 minute. If you do not touch any key for 1 minute, the Touch Panel Display will be back to the initial screen of the active function automatically. 20 seconds before resetting, the **"Continue?"** screen is displayed to extend the auto reset time for another 1 minute. If you wish to change Auto Reset Time, consult with your Key Operator.



Sending Originals (Facsimile)

Sending Scanned Data via Facsimile

You can send originals via a telephone line by simply entering the fax number using the Keypad or the Address Book.



NOTE

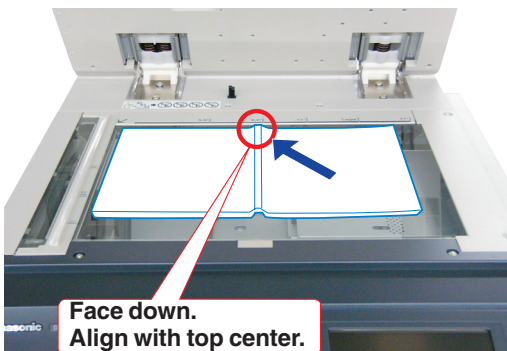
- When scanning full-color originals, select **"Text/Photo"** or **"Photo"** to add more details to the scanned data. However, the scanned data is sent in black and white (Gray scale).
- When selecting the destination from the Address Book, the address must be registered in advance. (See pages 52 to 53)
- For details on how to print the transaction journal, refer to **Reading Reports/Lists** in the Operating Instructions (For Facsimile and Internet Fax) of provided CD-ROM.

- 1 Place original(s) on the ADF or Platen Glass.



Face up. Up to 100 sheets (20 lb/Letter)

- When scanning from the ADF, read the notice for ADF. (See pages 20, 56, and 57)



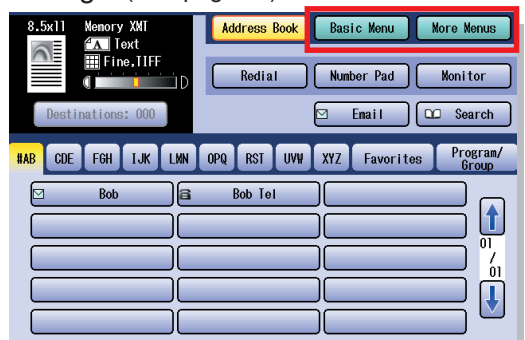
Face down.
Align with top center.

- When scanning from the Platen Glass, read the notice for Platen Glass. (See pages 20, 21, 56, and 57)

- 2 Press the **Fax** key if the machine is set to other function mode.

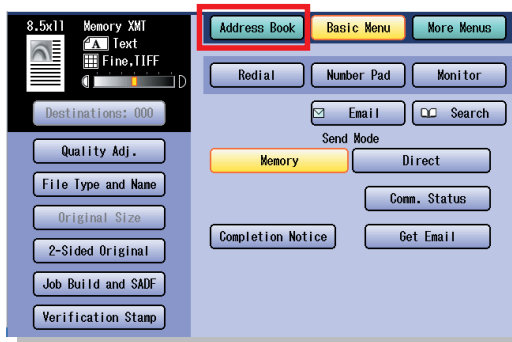


- 3 Select **"Basic Menu"** or **"More Menus"** to configure the desired Fax mode settings. (See page 59)



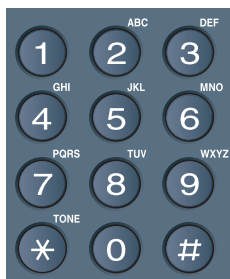
4

Select "Address Book".

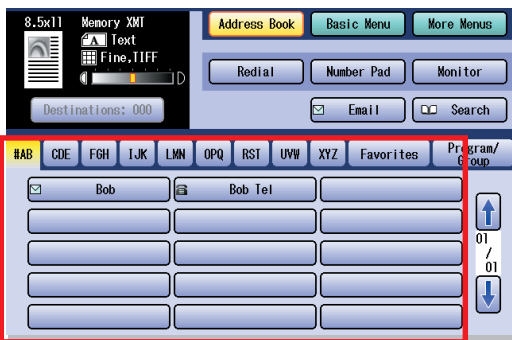


5

Enter the fax number.

For Manual Dialing

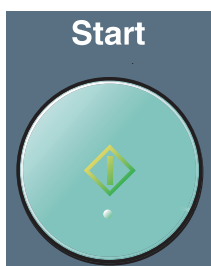
Enter the fax number, and then select "OK".

For Address Book Dialing

Select destination station(s)

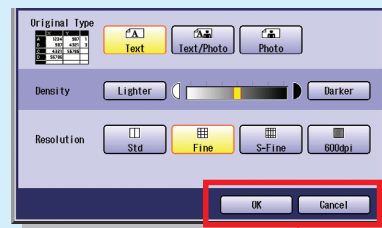
- The Address Book is available only when destinations are registered.
(See pages 52 to 53)

6

Press the **Start** key.

- When sending from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

Ex: Select "Basic Menu" and "Quality Adj.".



OK : Settings are applied.
Cancel : Settings are canceled.

Original Type

- Text : Use for text only originals
- Text/Photo : Use for text and photo originals
- Photo : Use for photo, or illustration originals

Density (Scanning Density)

Lighter or Darker (7 Levels)

Lighter : If you wish to scan an original with lighter contrast, select the button to reduce the contrast level. Each time the button is selected, the original will be scanned lighter.

Darker : If you wish to scan an original with darker contrast, select the button to increase the contrast level. Each time the button is selected, the original will be scanned darker.

Resolution

For standard originals

Std



For detailed originals

Fine



For finer detailed originals

S-Fine



For 600 dpi detailed originals

600dpi

- There is a possibility that the printing quality is determined by the reception capability of the remote station when using the "Photo", "S-Fine", or "600dpi" mode. If this happens, use the "Fine" Resolution.

Ex: When "Verification Stamp" is selected.

The Verification Stamp helps you to confirm successful transmission by stamping the bottom of each successfully transmitted page with a small ⊗ mark.



Stamp is turned OFF.



Stamp is turned ON.

- For more details, refer to **Basic Fax Transmission** in the Operating Instructions (For Facsimile and Internet Fax) of provided CD-ROM.



Sending Originals (Internet Fax)

Sending Scanned Data via Internet Fax

You can send originals via LAN. Please check that the other party has Internet Fax capability before using this function.



NOTE

- When scanning full-color originals, select “**Text/Photo**” or “**Photo**” to add more details to the scanned data. However, the scanned data is sent in black and white (Gray scale).
- When selecting the destination from the Address Book, the address must be registered in advance. (See pages 54 to 55)
- For details on how to print the transaction journal, refer to **Reading Reports/Lists** in the Operating Instructions (For Facsimile and Internet Fax) of provided CD-ROM.

1 Place original(s) on the ADF or Platen Glass. (See pages 20, 21, 56, and 57)

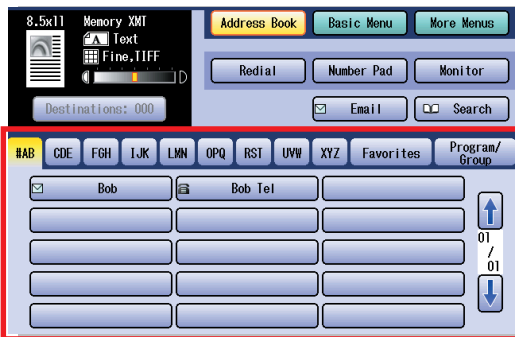
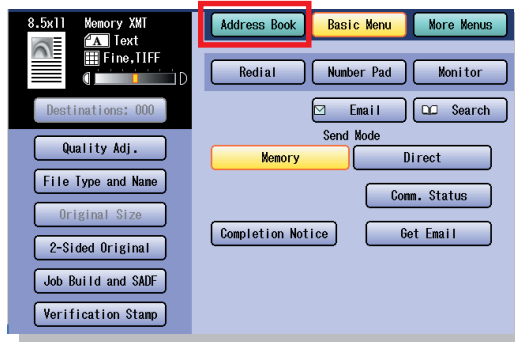
2 Press the **Fax** key if the machine is set to other function mode.



3 Select “**Basic Menu**” or “**More Menus**” to configure the desired Internet Fax mode settings. (See page 61)

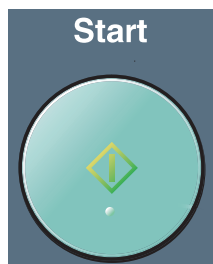


4 Select “Address Book”, and then select an Internet Fax destination.



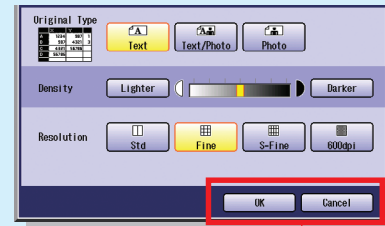
- The Address Book is available only when destinations are registered. (See pages 54 to 55)

5 Press the **Start** key.



- When sending from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

Ex: Select “Basic Menu” and “Quality Adj.”.



OK : Settings are applied.
Cancel : Settings are canceled.

Original Type

Text : Use for text only originals
Text/Photo : Use for text and photo originals
Photo : Use for photo, or illustration originals

Density (Scanning Density)

Lighter, or Darker (7 Levels)

Lighter : If you wish to scan an original with lighter contrast, select the button to reduce the contrast level. Each time the button is selected, the original will be scanned lighter.

Darker : If you wish to scan an original with darker contrast, select the button to increase the contrast level. Each time the button is selected, the original will be scanned darker.

Resolution



Std

For standard originals



Fine

For detailed originals



S-Fine

For finer detailed originals



600dpi

For 600 dpi detailed originals

- There is a possibility that the printing quality is determined by the reception capability of the remote station when using the “**Photo**”, “**S-Fine**”, or “**600dpi**” mode. If this happens, use the “**Fine**” Resolution.

Ex: When “**Verification Stamp**” is selected.

The Verification Stamp helps you to confirm successful transmission by stamping the bottom of each successfully transmitted page with a small ⊗ mark.

Verification Stamp

Stamp is turned OFF.

Verification Stamp

Stamp is turned ON.

- For more details, refer to **Basic Fax Transmission** in the Operating Instructions (For Facsimile and Internet Fax) of provided CD-ROM.



Troubleshooting

Check	Action
Unit Does Not Operate	
Is the display dark?	Check if the Power Switches (Main Power Switch on the rear and Power Switch on the left side of the machine) are turned ON and if the power cord is plugged into the AC outlet.
Does the Energy Saver key flash (or light), and is the display turned OFF? (See page 15)	Press the Energy Saver key on the Control Panel.
Do any of the U## code and messages appear on the display? (U1, U4, U6, U7, U11....etc.)	Perform operations in accordance with each message. (See page 64)
Do the Add Staples Indicator and message appear on the display?	Add staples. (See pages 84 to 88) Remove all jammed staples. (See pages 84 and 86)
Do the Add Paper Indicator and message appear on the display? (↓)	Add papers. (See pages 76 to 77)
Do the Paper Misfeed Indicator and message appear on the display? (J##)	Remove the misfed paper. (See pages 66 to 75)
Does the error message "Remove paper from inner tray" appear on the display?	Remove the paper from inner tray. (For the capacity of Inner Tray, see page 94)
Do E#-## Indicator and message appear on the display?	Turn OFF the Power Switch on the left side and the Main Power Switch on the rear of the machine, and then turn them back ON. If the error code has not been cleared, call the authorized Panasonic dealer.
The machine does not accept the next job during operation, instructed job would not be accepted for a long time period, or job would not be completed.	Turn OFF the Power Switch on the left side and the Main Power Switch on the rear of the machine, and then turn them back ON. If the machine still does not accept the next job, call the authorized Panasonic dealer.
Light Copies	
Does the Exposure Indicator display " Lighter "?	Select " Darker ".
Do the Add Toner Indicator and message appear on the display? (↓)	Replace the Toner Cartridge. (See pages 78 to 79)

■ If the measures outlined above do not solve the problem, call the authorized Panasonic dealer.

Check

Action

Marked Copies

Is the White Reference Sheet, Platen Sheet, Scanning Glass (Small), or Platen Glass (Large) dirty?



Clean the White Reference Sheet, Platen Sheet, Scanning Glass (Small), or Platen Glass (Large). (Refer to **Machine Care** below.)

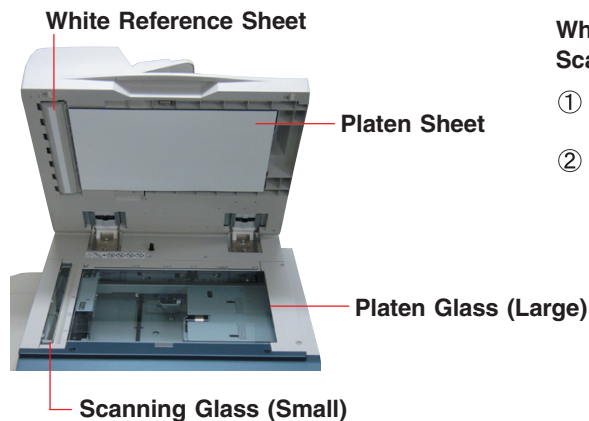
Are there any streaks on the copy image?



(1) Clean the LSU Aperture Glass. (See page 83)
(2) Clean the White Reference Sheet and the Scanning Glass (Small). (Refer to **Machine Care** below.)

■ If the measures outlined above do not solve the problem, call the authorized Panasonic dealer.

Machine Care



White Reference Sheet, Platen Sheet, Scanning Glass (Small), or Platen Glass (Large)

- ① Wipe off any marks or dirt with a cloth and a neutral detergent.
- ② Wipe again with a dry cloth.

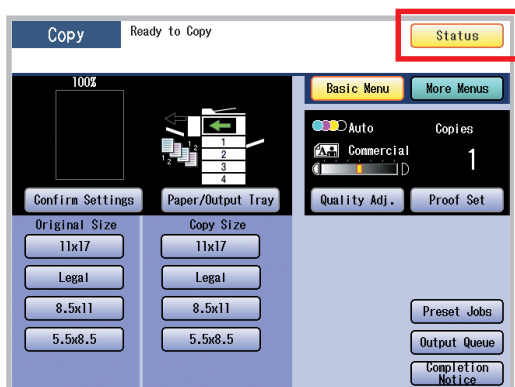
Displaying Status

Normally, “**Status**” is displayed in gray on each function screen.

“**Status**” is displayed in yellow if the Paper Tray is empty or toner becomes low.

Select “**Status**” displayed in yellow to confirm the status details.

1. Select “**Status**” in yellow.
(Ex: Copy function screen)

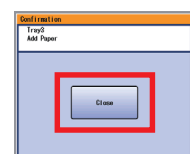


2. Check the status, and then select “**Close**”.
(Ex: Paper Empty)

- ① Select “**Paper Empty**”.



- ② Check the empty Paper Tray, and then select “**Close**”.



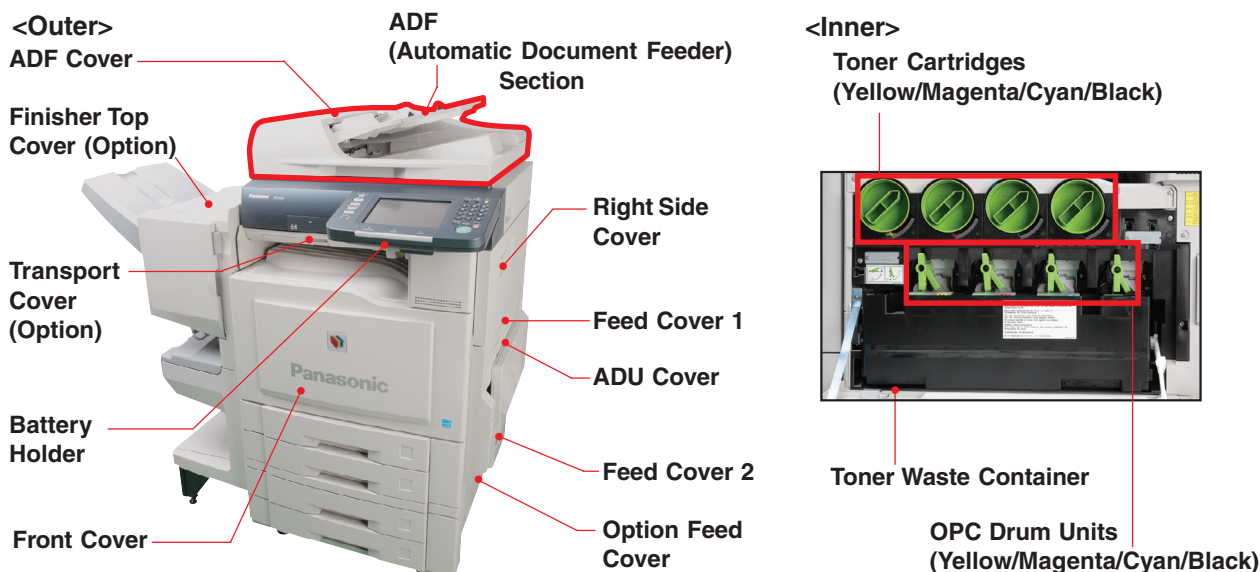
- ③ Select “**Close**”.



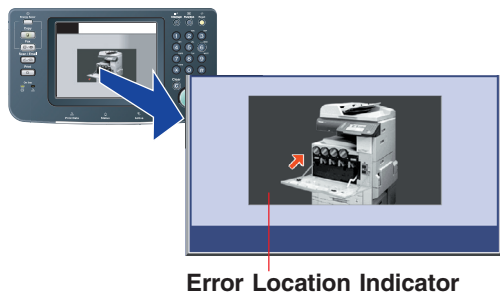


User (U) / Jam (J) / Machine (E) Error Codes

User Error Codes (U Codes) / Machine Error Codes (E Codes)



User Error (Locations)



- When a user error occurs, the location and the procedures for handling the user error are displayed frame by frame on the Touch Panel Display. Check the location and handle the user error according to the displayed pictures and this manual. (See pages 78 to 83)

Ex: Front Cover is opened.



Ex: Toner Waste Container is almost full.



Ex: Toner Waste Container is full.



E Codes:

Call the authorized Panasonic dealer when machine Error Code (E Code) appears on the Touch Panel Display.

Code	Check Points
U1	Front Cover is open.
U4	Finisher is pulled out.
U6	ADU Cover, Feed Cover 1, and/or Right Side Cover is open.
U7	Feed Cover 2 & Option Feed Cover are open.
U8	Transport Cover is open. (When optional Paper Transport Unit is installed)
U11	Paper remains in the Finisher Bin. (When optional Finisher is installed)
U12	Finisher Top Cover and/or Staple Cover is open. (When optional Finisher is installed)

Code	Check Points
U13*	Toner level is low, or has run out. (See pages 16, 78, and 79)
U14*	Toner Waste Container is full. (See pages 16, 82, and 83)
U15	Toner Waste Container is not installed. (See pages 82 to 83)
U20	ADF Cover is open.
U21	ADF is open while scanning from ADF.
U25	Toner is hardened. Shake Toner Cartridge well. (See page 78)
U28	OPC Drum Unit is not installed. (See pages 80 to 81)
U29	OPC Drum Unit requires replacement. (See pages 80 to 81)

NOTE*

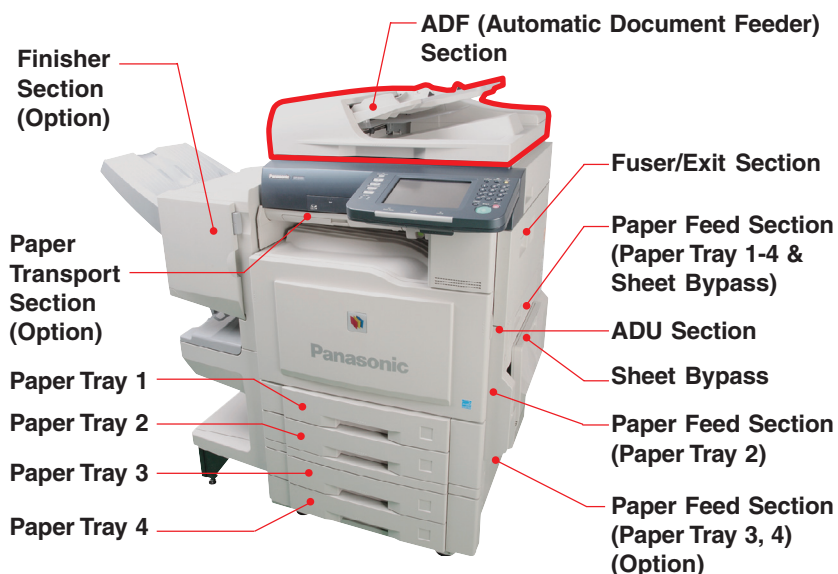
A. When the Maintenance and Toner/Toner Waste Container Indicators are blinking

The machine will complete the current job and stop operating. To continue using the machine temporarily while waiting for a replacement toner/container, press any key. (**Ex:** For Toner Waste Container, approximately 300 additional copies can be made.)

B. When the Maintenance and Toner/Toner Waste Container Indicators light up

The machine stops and will not allow further operation until the Toner Waste Container is replaced.

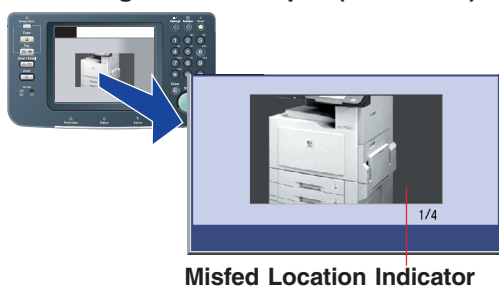
Jam Error Codes (J Codes)



ATTENTION

- The display indicates the section of the misfed paper. Remove the misfed paper and check to see if the Misfeed Indicator has been cleared. If other locations indicate presence of paper, remove them and check the display again.
- When clearing a misfed paper that is difficult, or impossible to see, turn OFF the machine and contact the authorized Panasonic dealer.

Removing a Misfed Paper (Locations)



Misfed Location Indicator

- When a misfed paper occurs, the location and the procedures for removing misfed paper are displayed frame by frame on the Touch Panel Display. Check the location and remove all misfed papers according to displayed pictures and this manual. (See pages 66 to 75)

Ex: ADU Section



Returns to the 1st step.

Code	Check Points
J00	Sheet Bypass (Remove the misfed paper and load the paper again.)
J01	Paper Tray 1 & Paper Feed Section (Paper Tray 1-4 & Sheet Bypass) (See page 66)
J02	Paper Tray 2 & Paper Feed Section (Paper Tray 2) (See page 69)
J03	Paper Tray 3 & Paper Feed Section (Paper Tray 2-4) (See pages 69 to 70)
J04	Paper Tray 4 & Paper Feed Section (Paper Tray 3, 4) (See page 70)
J06, J26	Paper Feed Section (Paper Tray 1-4 & Sheet Bypass) (See pages 66, 69, and 70)
J07, J08, J09, J27, J28	Paper Feed Section (Paper Tray 2 & Optional Paper Tray 3 & 4) (See pages 69 to 70)
J16, J18, J33-J35	Paper Feed Section (Paper Tray 1-4 & Sheet Bypass) Verify that the media type selection in the Control Panel matches the media loaded on the Trays. Ex: Select "Transparency" when Transparencies are loaded in the Sheet Bypass. (See pages 66, 69, and 70)

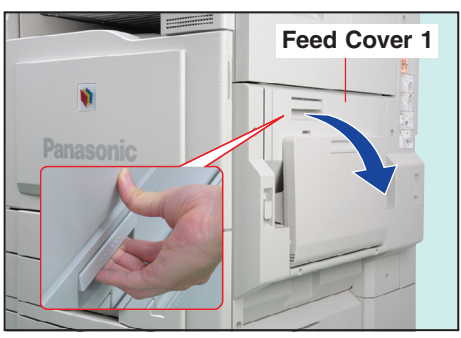
Code	Check Points
J19	Paper Feed Section & ADU Section (See pages 66, 67, 69, and 70)
J82, J83, J88	ADU Section & Fuser/Exit Section (See pages 67 to 68)
J30-J32, J38-J40, J42-J45	Paper Feed Section & Fuser/Exit Section (See pages 66, 68, 69, and 70)
J41, J50, J51, J52, J86	Fuser/Exit Section & Paper Transport Section (See pages 68 to 69)
J80, J81, J87	Fuser/Exit Section (See page 68)
J54-J56	Paper Transport Section (See page 69)
J60-J66	Optional Finisher Section (See pages 71 to 73)
J70-J79, J92-J94	ADF Section (See pages 74 to 75)



Removing Misfed Paper

■ Paper Feed Section (Paper Tray 1)

1 Open the Feed Cover 1.

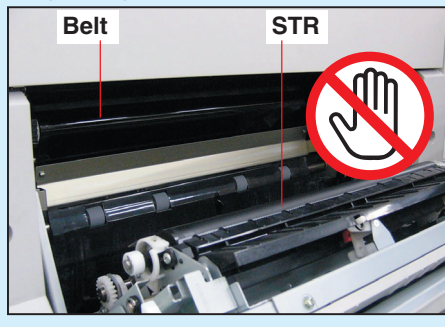


2 Remove the misfed paper.

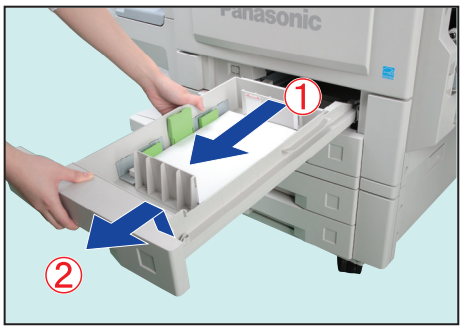


ATTENTION

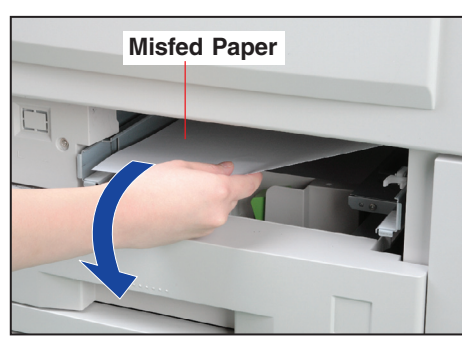
Do not touch the belt and the STR for optimum copy quality and performance of the machine.



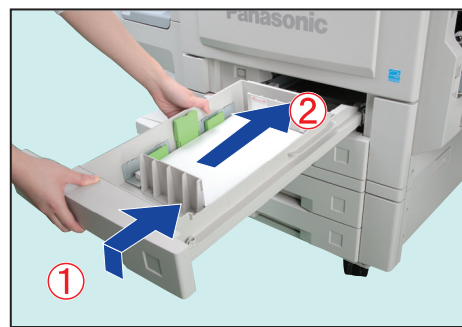
3 Pull out the Paper Tray 1.



4 Remove the misfed paper.



5 Insert the Paper Tray 1.



6 Close the Feed Cover 1.

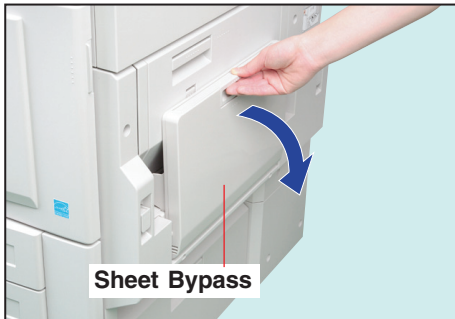


7 Close the Sheet Bypass.



■ ADU Section

1 Open the Sheet Bypass.



4 Close the ADU Cover.



2 Open the ADU Cover.



5 Close the Sheet Bypass.



3 Remove the misfed paper.

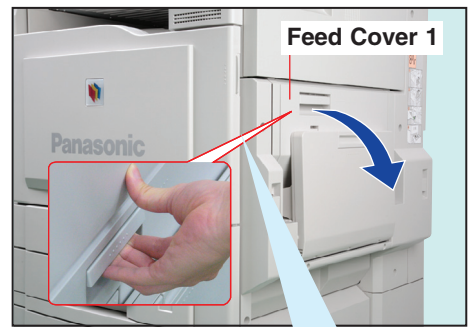




Removing Misfed Paper

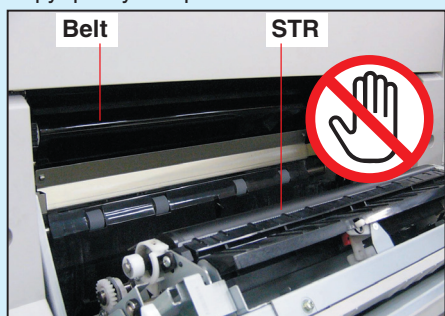
■ Fuser/Exit Section

1 Open the Feed Cover 1.



ATTENTION

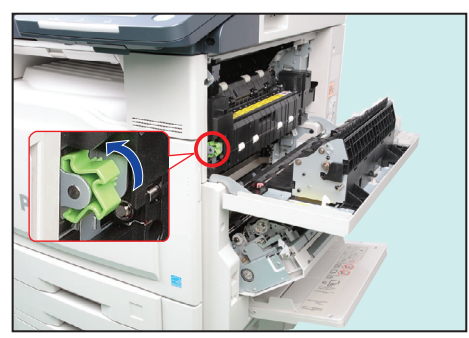
Do not touch the belt and the STR for optimum copy quality and performance of the machine.



2 Open the Right Side Cover.



3 Turn the Paper Transport Knob counterclockwise.



- Misfed paper is transported downward by turning the knob.
- Do not forcibly pull out the misfed paper upward as toner may adhere to the transfer unit and blot the next copy with toner. Follow the steps below to remove the misfed paper.

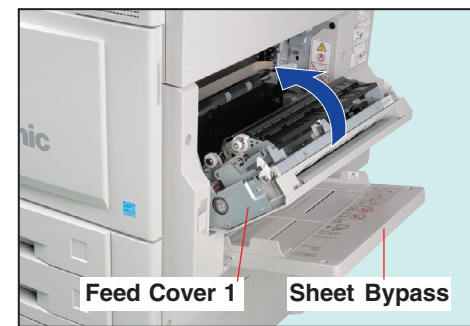
4 Close the Right Side Cover.



5 Remove the misfed paper.



6 Close the Feed Cover 1 and Sheet Bypass.



■ Paper Transport Section

- 1 Open the Transport Cover.



- Press the button on the Transport Cover to open.

- 2 Remove the misfed paper.



- 3 Close the Transport Cover.

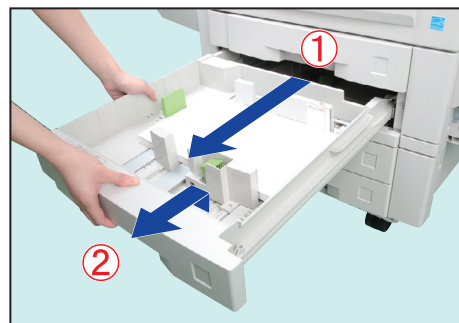


■ Paper Feed Section (Paper Tray 2)

- 1 Open the Feed Cover 2, and then remove the misfed paper.



- 2 Pull out the Paper Tray 2.



- 3 Remove the misfed paper.



- 4 Insert the Paper Tray 2, and then close the Feed Cover 2.



Removing Misfed Paper

■ Paper Feed Section (Optional Paper Tray 3 or 4)

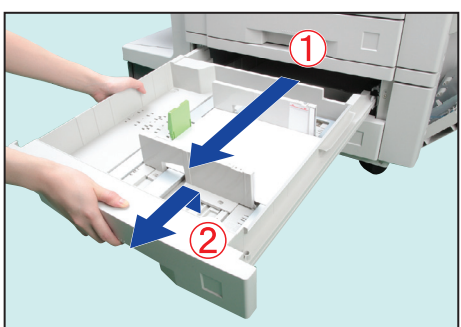
1 Open the Option Feed Cover.



2 Remove the misfed paper.



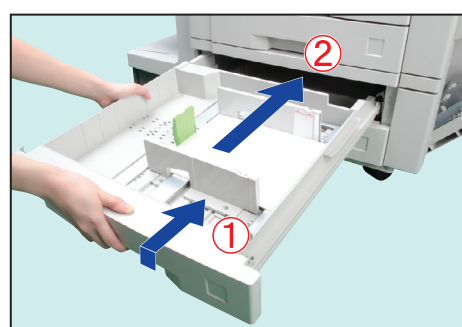
3 Pull out the Paper Tray 3 or 4.



4 Remove the misfed paper.



5 Insert the Paper Tray 3 or 4.

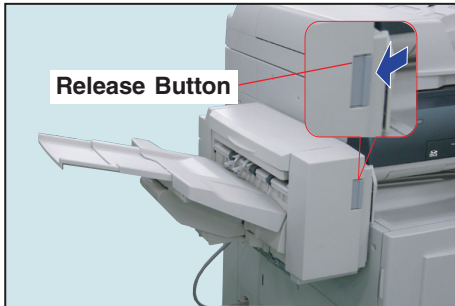


6 Close the Option Feed Cover.



■ 1Bin Finisher Section

- 1 Slide the Finisher to the left.

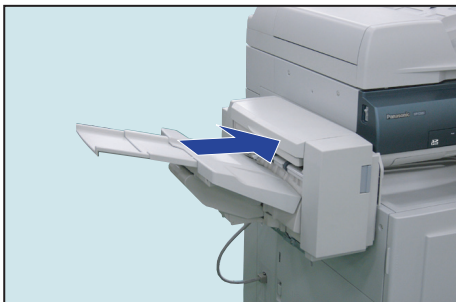


- Push the Release Button to free the Finisher from the machine.

- 2 Remove the misfed paper.



- 3 Slide the Finisher back until it locks into place.



- 4 Open the Finisher Top Cover, and then remove the misfed paper.



- 5 Slowly release your hand from the Finisher Top Cover. The cover is closed automatically.

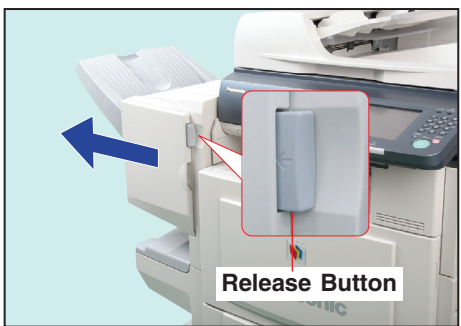




Removing Misfed Paper

■ 1Bin Saddle-Stitch Finisher Section

1 Slide the Finisher to the left.

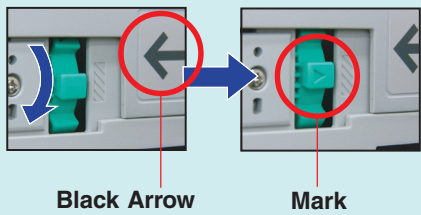


● Push the Release Button to free the Finisher from the machine.

2 Open the Finisher Top Cover.



When optional Punch Unit is installed:
Align the mark with the Black Arrow as illustrated below.



3 Remove the misfed paper.



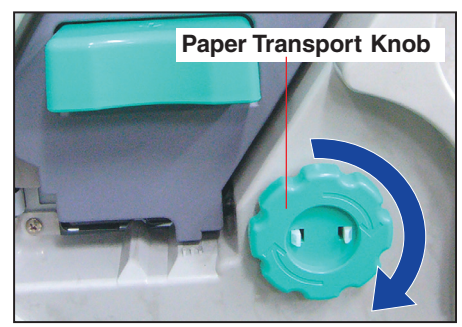
4 Close the Finisher Top Cover.



5 Open the Staple Cover.



6 Turn the Paper Transport Knob clockwise.



7 Remove the misfed paper.



8 Close the Staple Cover.



9 Open the Inner Cover.



10 Remove the misfed paper.



11 Close the Inner Cover.



12 Slide the Finisher back until it locks into place.

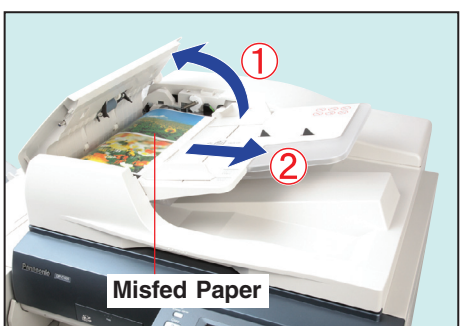




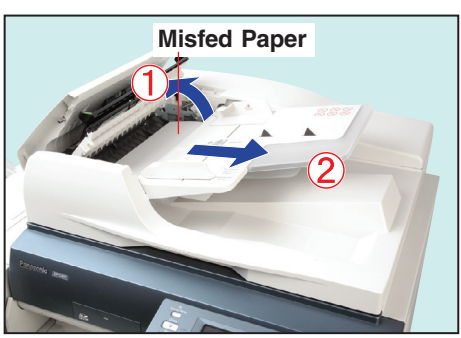
Removing Misfed Paper

■ ADF Section

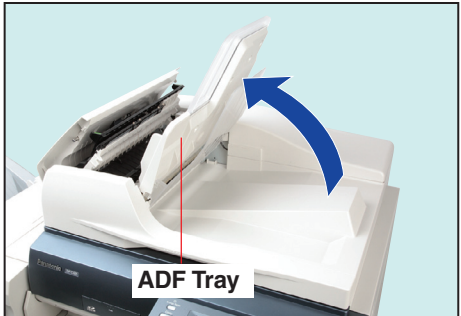
- 1** Open the ADF Cover, and then remove the misfed paper.



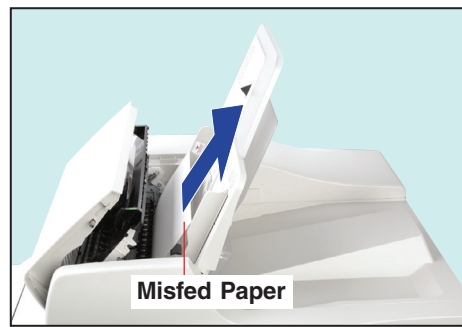
- 2** Open the Inner Cover, and then remove the misfed paper.



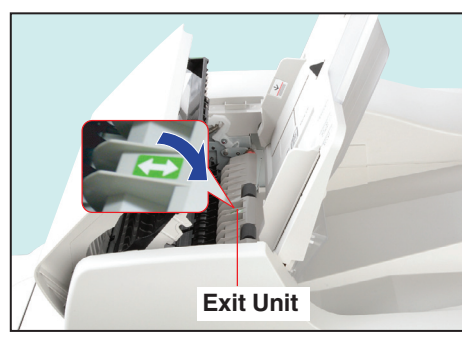
- 3** Lift the ADF Tray.



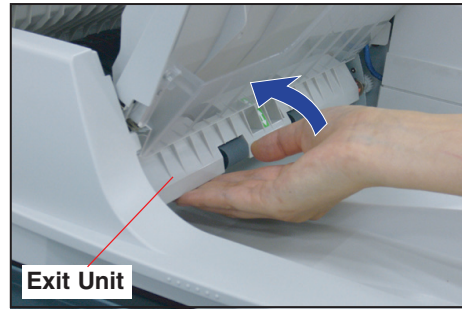
- 4** Remove the misfed paper.



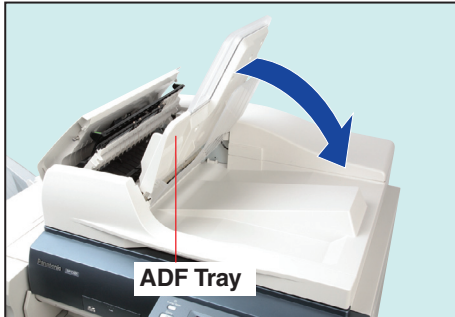
- 5** Open the Exit Unit, and then remove the misfed paper.



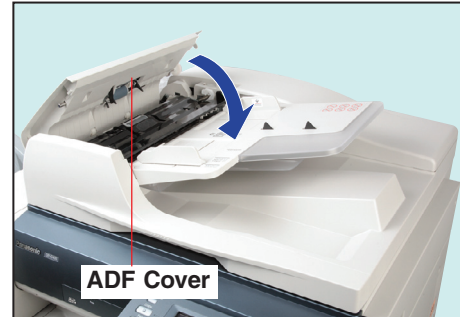
- 6** Close the Exit Unit.



- 7 Pull down the ADF Tray, and then close the Inner Cover.



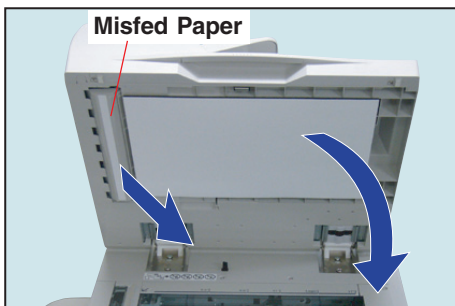
- 10 Close the ADF Cover.



- 8 Open the ADF.



- 9 Remove the misfed paper, and then close the ADF.



Adding Paper <Printing Media>

ATTENTION

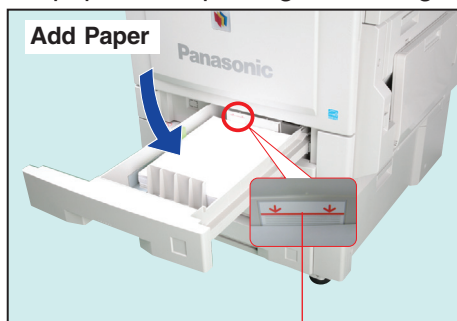
- If you wish to change the preset paper size used in the Paper Tray, contact your authorized Panasonic dealer.
- Do not place the following types of printing media into the Paper Tray, use the Sheet Bypass instead.
Ex: Transparencies, Label, Envelope
- When changing the paper type (Plain, Glossy, or Recycled) in the Paper Tray, refer to **General Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- Fan the paper and straighten the stack when loading paper to avoid the double feeding or paper jam.

■ Paper Tray

- 1 Open the Paper Tray.



- 2 Fan and align papers together, and then load the papers with printing side facing up.



Upper Limit Indicator

Paper Capacity : 550 sheets (20 lb)
Paper Weight : 18-45 lb (Bond Paper)

- 3 Close the Paper Tray.

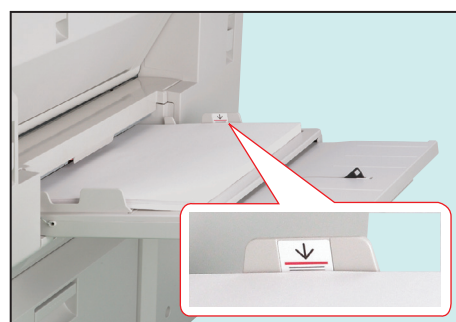


■ Sheet Bypass

- 1 Open and pull out the Sheet Bypass.



- 2 Load paper with printing side facing down.



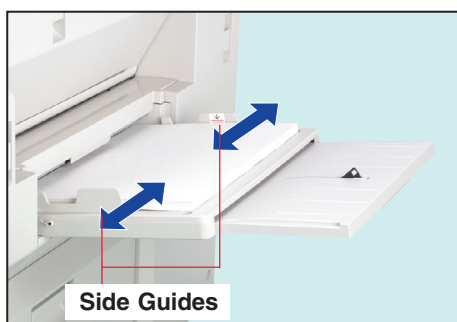
- Align papers together, and then place the papers on the Sheet Bypass.

ATTENTION

Sheet Bypass Capacity

- Weight : 15-40 lb (Bond Paper), 90-140 lb (Index Paper, Coated Paper)
- Size : 12" x 18" to 5.5" x 8.5" (Invoice)
- Paper Capacity: 100 sheets (8.5" x 11" / 20 lb)
- Suitable media : Plain Paper, Thin Paper, Glossy Paper, Recycled Paper, Thick Paper, Coated Paper, Index/Cover Paper, Heavy Index Paper, Coated/Cover Paper, Heavy Coated Paper, Transparency, or Labels.
- For more details about media type, see page 98.

3 Adjust the Side Guides.

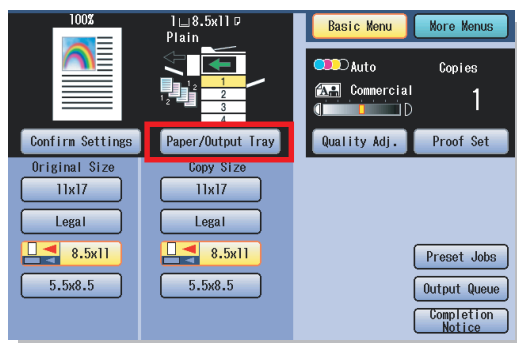


- Incorrect adjustment may cause the paper to wrinkle, misfeed, or skew.
- If the paper size is not detected, remove the paper and press the **Reset** key. Then, load the Paper again.
- Ensure to change the media type selection in the Control Panel when changing the media loaded on the trays. (**Ex:** Select **"Transparency"** when Transparencies are loaded in the Sheet Bypass.)

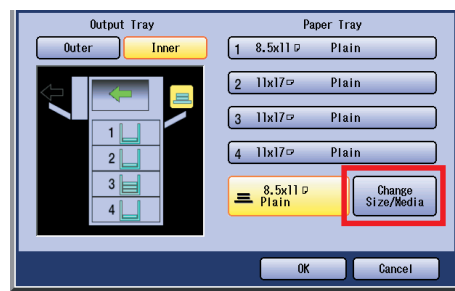
If using other than plain paper, follow the steps below to set the desired type of printing media.

4 Press the **Copy** key if the machine is set to other function mode.

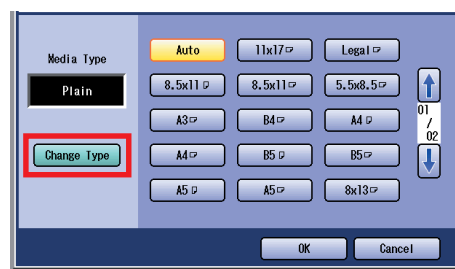
5 Select **"Paper/Output Tray"**.



6 Select **"Change Size/Media"**.

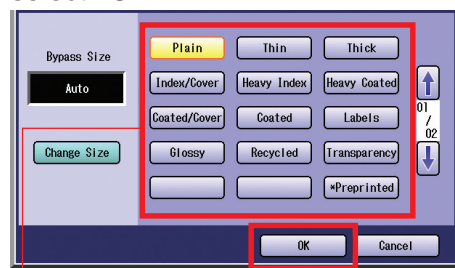


7 Select **"Change Type"**.



- **"Auto"** can detect the standard sizes of paper (11" x 17", Legal, 8.5" x 11", 5.5" x 8.5"). When selecting **"Auto"**, ensure that standard sizes of paper are loaded in the trays before printing.

8 Select a printing media type, and then select **"OK"**.



- ① Select the best suited media type (see page 98) to match the one loaded in step 3.
- ② Select **"OK"**.

- Preprinted form is represented by a **"*"**.

Replacing Toner Cartridge

⚠ WARNING

- Never dispose of toner, Toner Cartridge or a Toner Waste Container into an open flame. Toner remaining in the cartridge can cause an explosion, burns and/or injuries. For disposal or recycling information, contact your local authorities, or your local waste officials.

ATTENTION

- Be sure to use only genuine Panasonic Color Toner designed for this machine.
- When the display indicates that the toner is getting low, prepare the new Toner Bottle in advance.
- When the black toner runs out, all Copy/Print functions cease to operate.
- Even if one of the color toner runs out, monochrome copying/printing will be available.

1 Open the Front Cover.

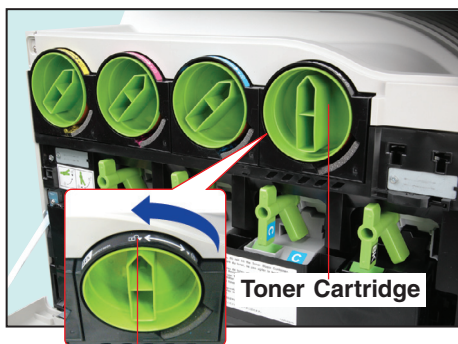


- Make sure that the machine has stopped before opening the Front Cover.
- The location of each color Toner Cartridge is as shown below.

Yellow Magenta Cyan Black

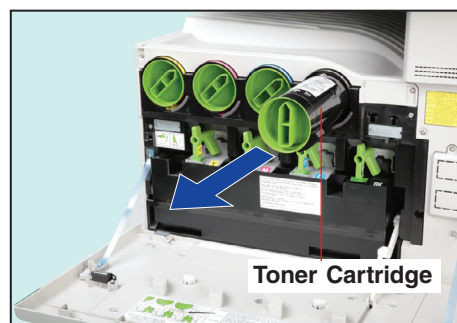


2 Gently turn the Toner Cartridge of the color displayed on the Touch Panel Display counterclockwise to the Unlock Mark.

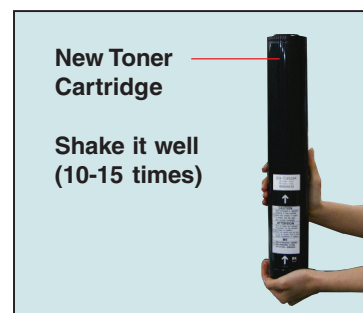


Unlock Mark

3 Pull out the used Toner Cartridge.

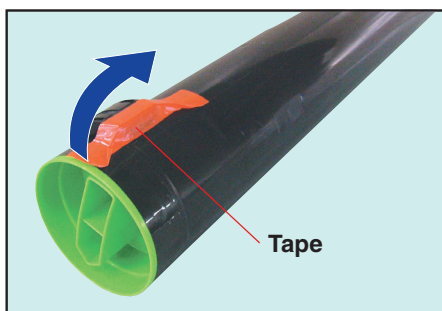


4 Shake the new Toner Cartridge to loosen its contents.



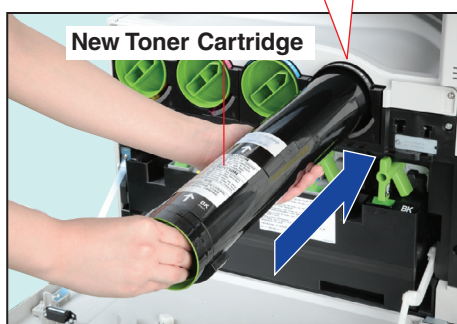
- Shake it up and down, and then turn the bottom up and repeat.

- 5 Gently peel the tape off in the direction of the arrow.

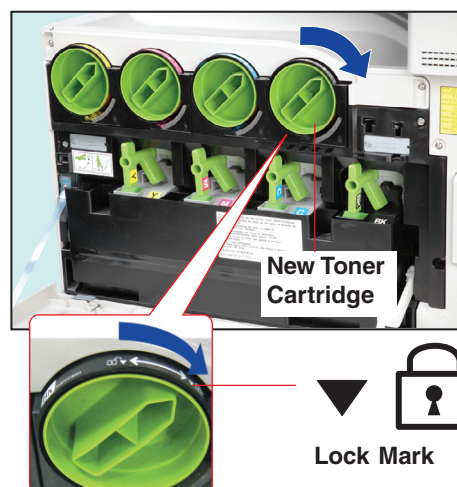


- Do not open the Shutter, otherwise toner will spill.

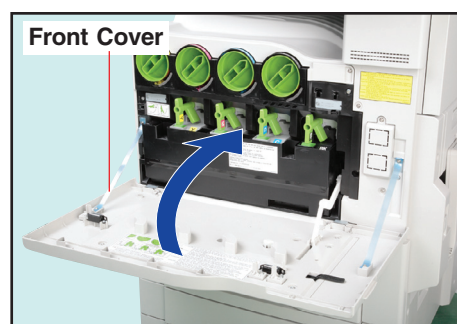
- 6 Insert the new Toner Cartridge all the way in until it stops with the arrow label pointing to the Unlock Mark.



- 7 Turn the new Toner Cartridge clockwise gently until it stops.



- 8 Firmly close the Front Cover.



- If the Toner Cartridge is not turned to the Lock Mark properly, you cannot close the Front Cover.

Replacing the OPC Drum Unit

ATTENTION

- Replace the OPC Drum Unit of the color shown on the Touch Panel Display.
- Be sure to use only genuine Panasonic OPC Drum Unit designed for this machine.
- Do not scratch or touch the surface of the OPC Drum with bare hands.
- The OPC Drum Unit is sensitive to light. To prevent optical exposure problems, do not expose the OPC Drum Unit to direct sunlight or bright light.
- Be careful not to soil your hands with the toner on the surface of the OPC Drum Unit.

1 Open the Front Cover.



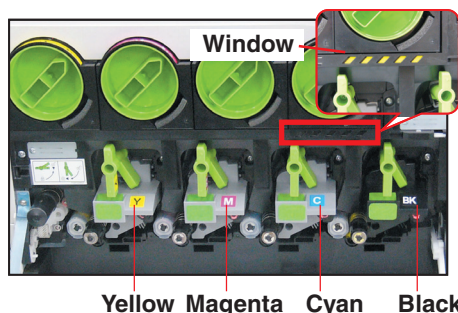
- Make sure that the machine has stopped printing before opening the Front Cover.

2 Remove the Toner Waste Container.



- Exercise care not to incline the container, or toner may spill.

3 Identify the location of the color OPC Drum Unit requiring replacement.



- When the windows are yellow, close all of the doors and turn the Main Power Switch OFF and ON again. After the machine completes the warm-up routine, turn the Main Power Switch OFF and confirm that the windows are black prior to removing any drum.

4 Unlock the OPC Drum Unit by turning the Drum Release Knob counterclockwise.

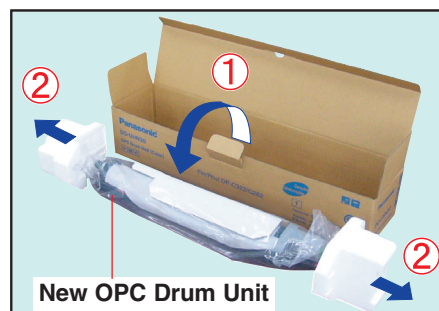


5 Pull the old OPC Drum Unit out of the machine.



- Hold by the frame while pulling it out.

6 Open the box, and then pull the new OPC Drum Unit out of the box. Remove the plastic bag covering the new drum. (It will be reused in step 12.)



ATTENTION

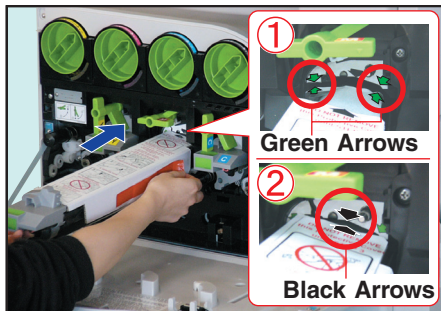
Do not remove the Drum Protective Cover until step 8.



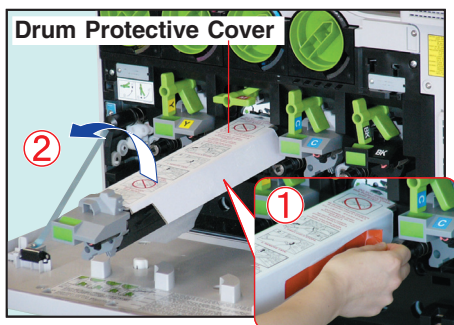
Do not touch or turn around the Gear of OPC Drum Unit.



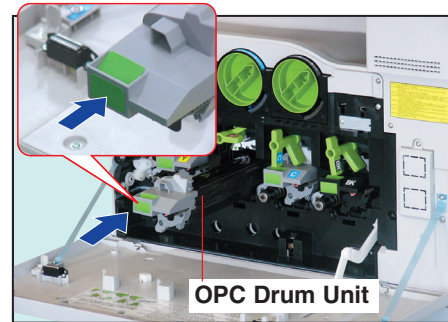
- 7 Align the Green Arrows of the new OPC Drum Unit with the ones on the machine, and then insert the OPC Drum Unit into the machine up to the Black Arrow on the Drum Protective Cover.



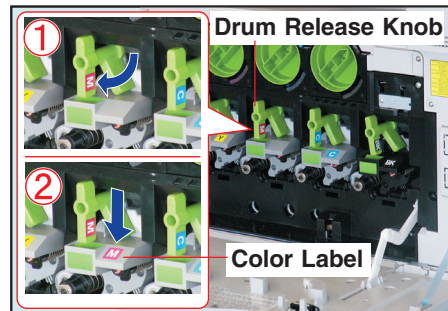
- 8
- ① Peel off the Orange Tape.
 - ② Remove the Drum Protective Cover.



- 9 Carefully insert the new OPC Drum Unit all the way in until it stops.



- 10
- ① Lock the new OPC Drum Unit by turning the Drum Release Knob clockwise.
 - ② Paste one of the enclosed color labels matching in color with the one on the replaced drum and attach it to the same position on the new drum.



- 11 Insert the Toner Waste Container all the way in until it stops.



● Exercise care not to incline the container, or toner may spill.

- 12 Gently close the Front Cover. Place the old OPC Drum Unit inside the plastic bag and dispose of it according to your local regulations.

Replacing Toner Waste Container / Cleaning the LSU Aperture Glass

Always clean the LSU Aperture Glass at the same time the Toner Waste Container is replaced.

ATTENTION

- Do not reuse toner from the Toner Waste Container.
- Do not use the Cleaner if it is dirty.
- When the toner adheres to the machine, wipe it off with a cloth.

1 Open the Front Cover.



2 Open the box and carefully unzip the plastic bag. Pull the new Toner Waste Container out of the box and remove the plastic wrapping (it will be reused in step 4) covering the new container.



3 Pull out the old Toner Waste Container out of the machine.



- Exercise care not to incline the container, or toner may spill.

4 ① Place the old Toner Waste Container on top of the opened Front Cover.

- ② Cover the old Toner Waste Container with the plastic wrapping which was removed in step 2.

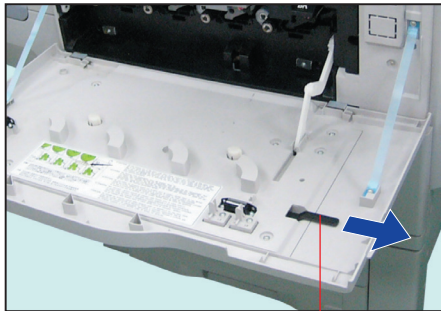


5 Place the old Toner Waste Container inside the box and zip the plastic bag closed.



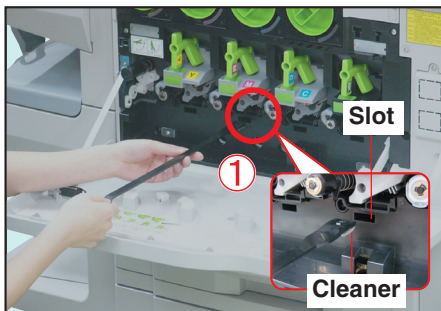
- For disposal or recycling information, contact your local authorities or your local waste officials.

- 6 Remove the Cleaner from the inside of the Front Cover.



Cleaner

- 7 Clean the LSU Aperture Glass (4 Slots).

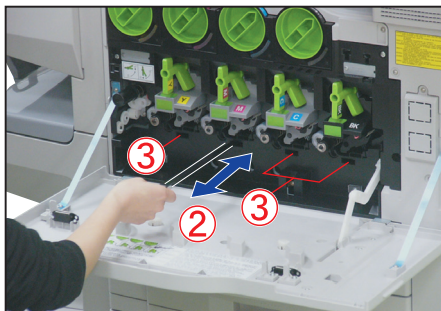
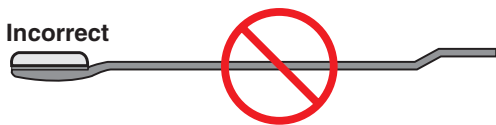


- ① Insert the Cleaner (felt side down) into the LSU Aperture Slot.

Correct Cleaner

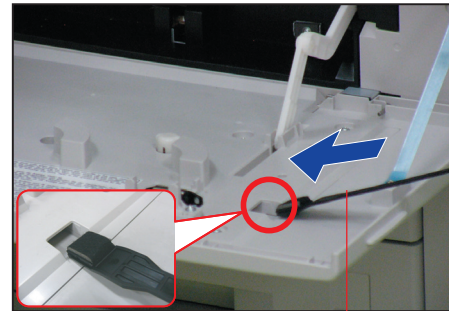


Incorrect



- ② Insert and pull out the Cleaner several times.
③ Clean the remaining 3 Slots in the same manner as step ① and ②.

- 8 Insert the Cleaner back inside the Front Cover.

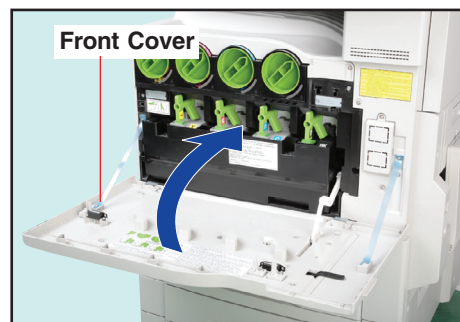


Cleaner

- 9 Insert the new Toner Waste Container all the way in until it stops.

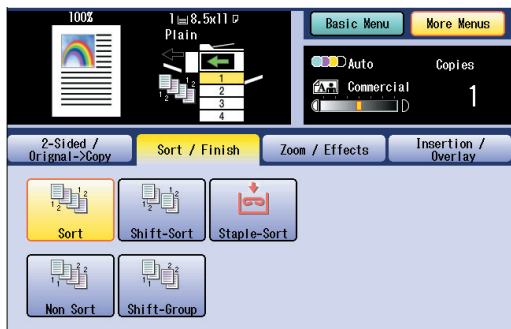


- 10 Gently close the Front Cover.



Replacing Staples (FQ-SS32)

Replacing Staples



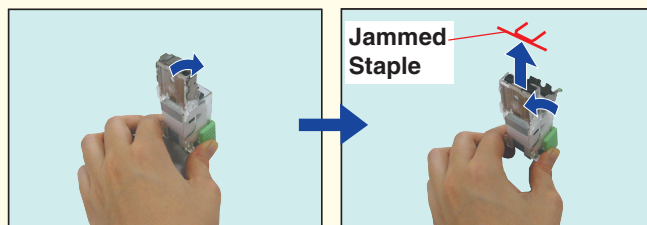
Staple Cartridge (FQ-SS32)



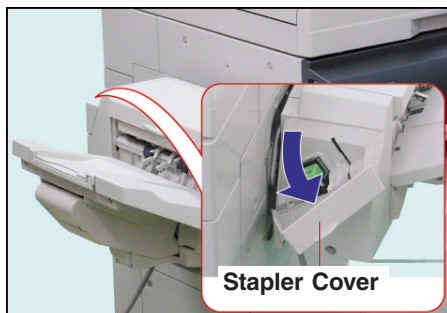
The Add Staples Indicator illuminates.

NOTE

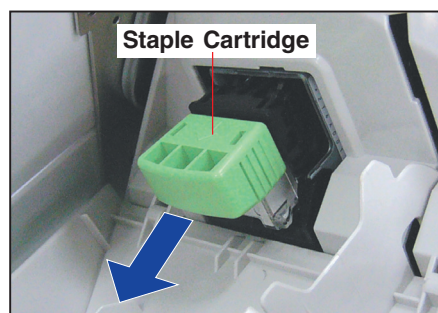
- When a staple jams, an error message will be displayed. Remove the jammed staple from the Staple Cartridge as illustrated.



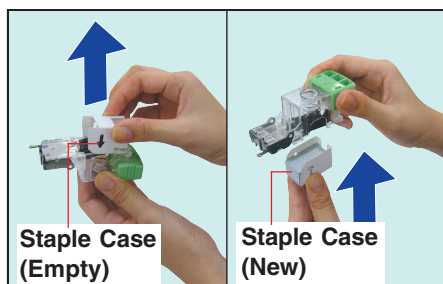
- 1 Open the Stapler Cover.



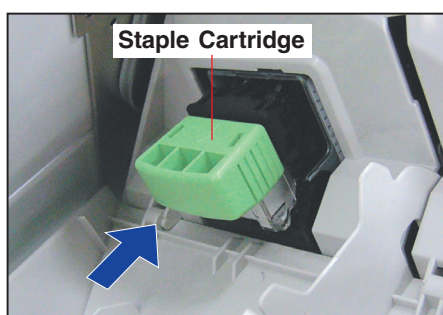
- 2 Pull out the Staple Cartridge.



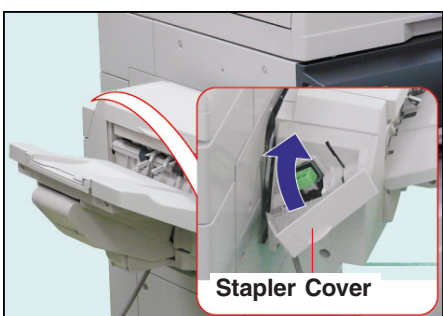
3 Replace the Staple Case with a new one.



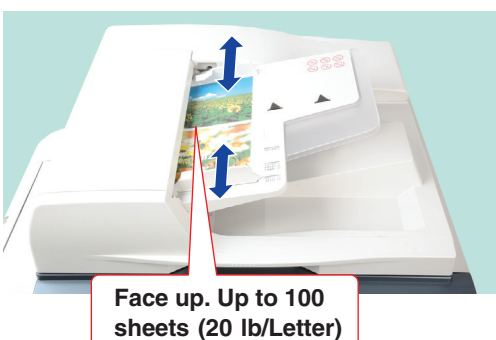
4 Insert the Staple Cartridge.



5 Close the Stapler Cover.



6 To check the stapling operation, place original(s) on the ADF.

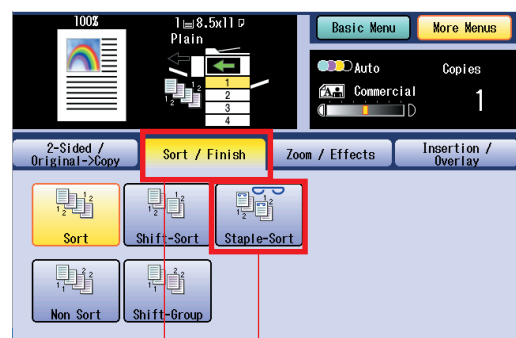


7 Select "More Menus".



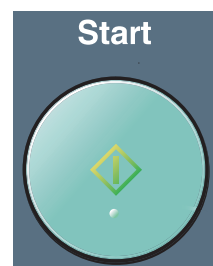
- If the above screen is not displayed, press the **Copy** key.

8 Select "Sort / Finish", "Staple-Sort", and the Staple Position. (See pages 36 to 37)



- ② Select "Staple-Sort".
- ① Select "Sort / Finish".

9 Press the **Start** key.

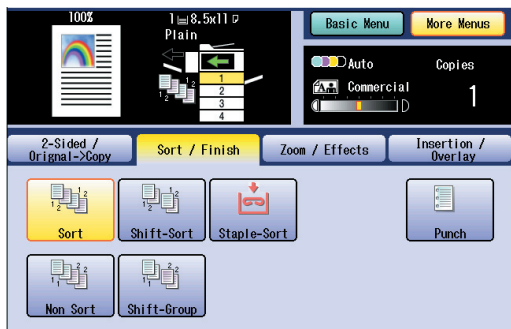


- Check the stapling operation.

? Replacing Staples (DQ-SS35)

Replacing Staples

Replacing Staples

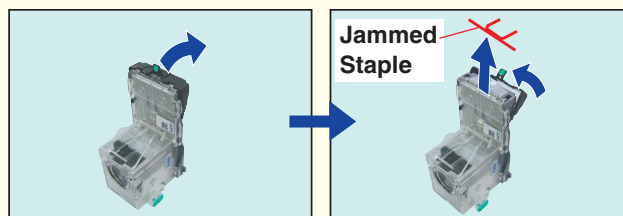


The Add Staples Indicator illuminates.

Staple Cartridge (DQ-SS35)

NOTE

- When a staple jams, an error message will be displayed. Remove the jammed staple from the Staple Cartridge as illustrated.



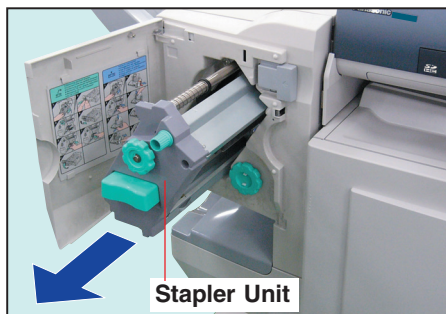
1 Open the Staple Cover.



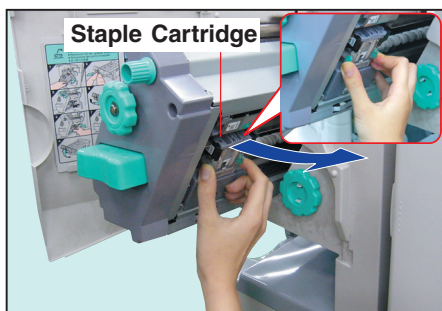
2 Turn the Knob on the Stapler Unit clockwise until it stops.



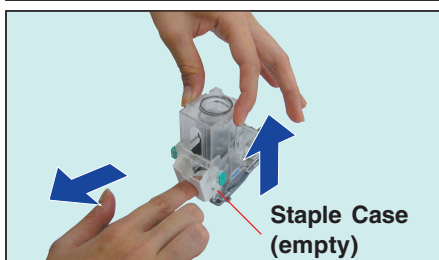
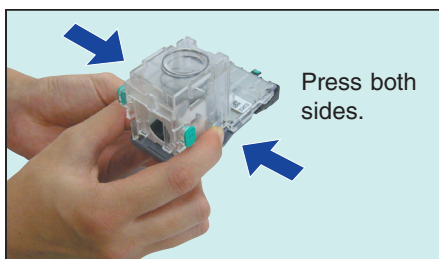
3 Pull out the Stapler Unit.



4 Pull out the Staple Cartridge by pinching the green buttons.

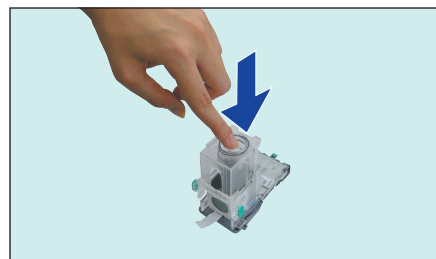
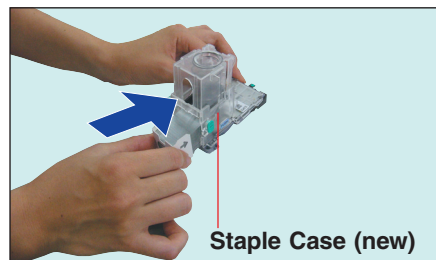


5 Remove the Staple Case (empty).



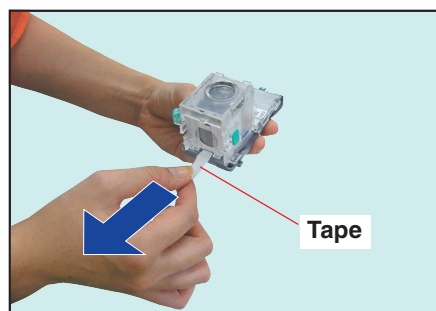
- Press each side of the Cartridge, and then remove the cover.

6 Set the Staple Case (new).

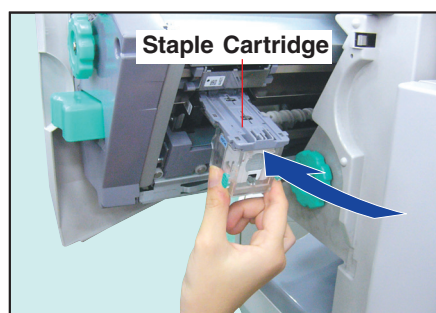


- Slide the new Staple Case into the Staple Cartridge, and then push the cover to close.

7 Remove the tape.



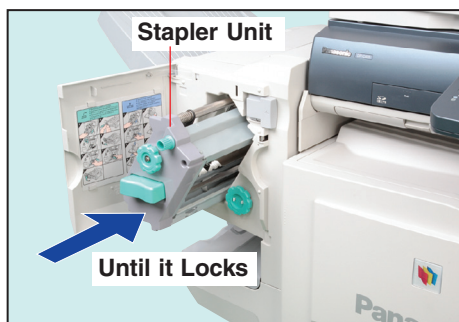
8 Insert the Staple Cartridge.



- Insert it all the way in until it locks.

Continued on the next page...

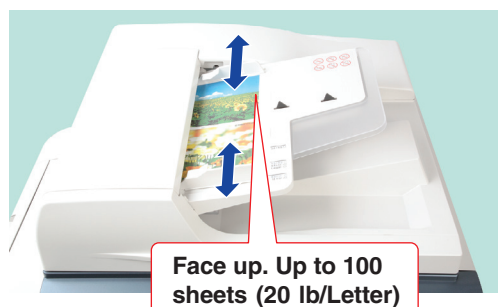
9 Insert the Stapler Unit until it locks.



10 Close the Staple Cover.

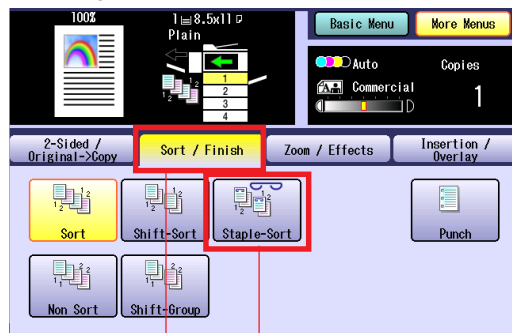


11 To check the stapling operation, place originals on the ADF and select “More Menus”.



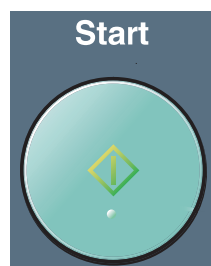
● If the above screen is not displayed, press the **Copy** key.

12 Select “Sort / Finish”, “Staple-Sort”, and the Staple Position.
(See pages 36 to 37)



② Select “Staple-Sort”.
① Select “Sort / Finish”.

13 Press the **Start** key.



● Check the stapling operation.

memo:

Disposal of the Punch Hole Residue

Disposal of the Punch Hole Residue (1Bin Saddle-Stitch Finisher)

When the Container becomes full with punch hole residue, an error message is displayed.

- 1 Slide the Finisher to the left.



- Push the Release Button to free the Finisher from the machine.

- 2 Pull out the Punch Hole Residue Container (full).



Punch Hole Residue Container (full)

- 3 Empty out the Punch Hole Residue Container.



- 4 Insert the Punch Hole Residue Container (empty).



Punch Hole Residue Container (empty)

- 5 Slide the Finisher back until it locks into place.

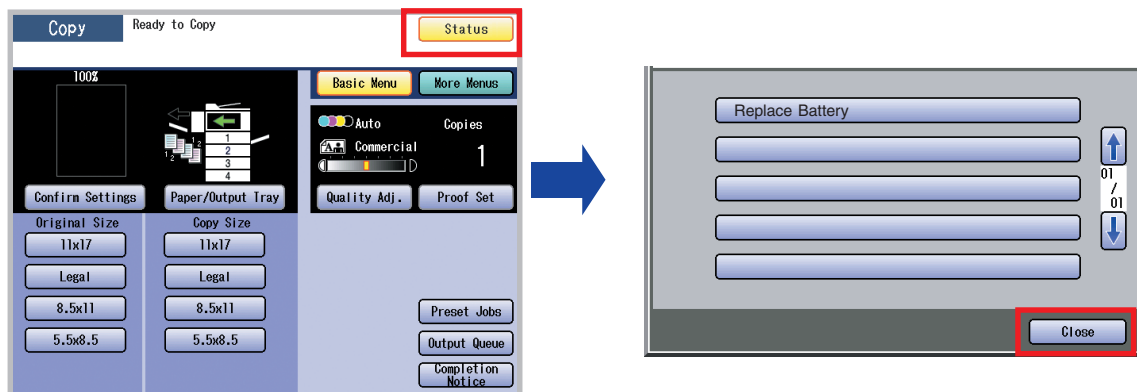


memo:

Replacing the Battery

Replacing the Battery

The machine has an internal battery (Product No.: **CR2032**) which maintains the date and time settings. When the battery requires replacement, the “**Status**” button changes from gray to yellow. If the status indicates “**Replace Battery**”, replace it by following the procedures below. The service life of the battery is approximately 1 year under normal use.



CAUTION

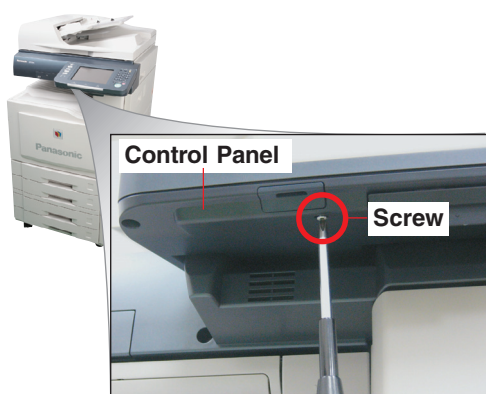
- THIS PRODUCT CONTAINS A LITHIUM BATTERY. REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. IMPROPER USE OR REPLACEMENT MAY CAUSE OVERHEATING, RUPTURE OR EXPLOSION RESULTING IN INJURY OR FIRE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS AND LOCAL REGULATIONS.
- Be sure to use the specified type of battery only.
- Ensure that the battery is installed with correct polarity.

Notice: California only:

This product contains a CR Coin Cell Lithium Battery which contains Perchlorate Material - special handling may apply.

See www.dtsc.ca.gov/hazardouswaste/perchlorate

- 1 Remove the screw with a screwdriver.

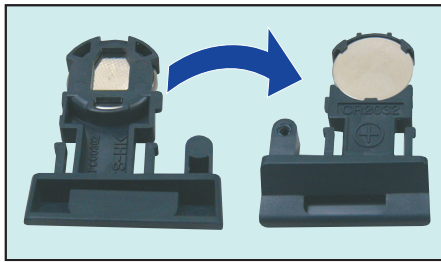


- To facilitate removing the screw, adjust the viewing angle of the Control Panel to the normal position. (See page 3)

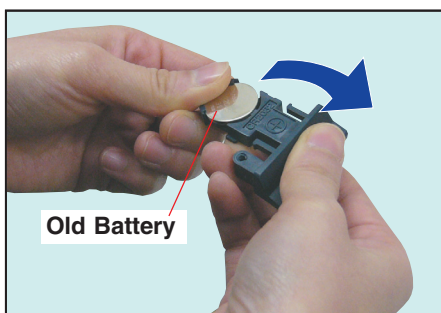
- 2 Pull out the Battery Holder.



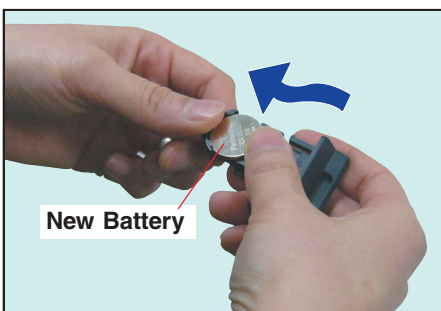
3 Turn the Battery Holder upside down.



4 Remove the old battery.



5 Insert the new battery into the holder.

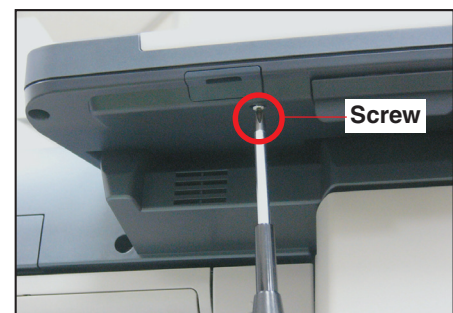


- The "+" side of battery should be facing upwards.
- Replace only with the same or equivalent type of battery.

6 Turn the Battery Holder upside down, and then insert it into the machine.



7 Fasten it with the screw.





Specifications

Main Unit

Type:	Semi Console Type
Platen Type:	Fixed
Acceptable Originals:	Sheets, Books (Max. A3 / 11" x 17")
Copying Method:	Laser Indirect Electrostatic
Fusing Method:	Induction Heating System
Imaging Method:	Dry-Type Dual Component Trickle
Resolution:	Max. 600 dpi
Operation Panel:	7.8" Full Color Touch Panel LCD
Copy Size:	Paper Tray : A3 - A5 / 11" x 17" to 5.5" x 8.5" Sheet Bypass : A3 - A5 / 12" x 18" to 5.5" x 8.5"
Warm Up Time: (68°F / 20°C, from the Power Save/Sleep mode)	Approx. 15 seconds (When an optional equipment is installed, the time will rise.)
First Copy Time: (A4 / 8.5" x 11", from Paper Tray 1)	Color : Less than 10.3 seconds B & W : Less than 6.2 seconds (DP-C405) Less than 6.7 seconds (DP-C305) Less than 7.3 seconds (DP-C265)
Multi-Copy Speed: (A4 / 8.5" x 11", from Paper Tray 1) (ppm = Pages per minute)	Color : Up to 30 ppm (DP-C405/C305) Up to 26 ppm (DP-C265) B & W : Up to 40 ppm (DP-C405) / Up to 30 ppm (DP-C305) Up to 26 ppm (DP-C265)
Enlargement Ratios:	Preset : 121%, 129%, 155%, 200% Variable : From 101 to 400% in 1% increments
Reduction Ratios:	Preset : 79%, 77%, 65%, 61%, 50% Variable : From 99 to 25% in 1% decrements
Paper Feed:	Standard Paper Tray : (550 sheets x 2) + Sheet Bypass (100 Sheets) Optional Paper Tray : (550 sheets x 2)
Paper Weight:	Paper Tray : 64-169 g/m ² / 18-45 lb (Bond Paper) Sheet Bypass : 55-150 g/m ² / 15-40 lb (Bond Paper), 170-256 g/m ² / 90-140 lb (Index / Coated Paper) Duplex : 64-105 g/m ² / 18-28 lb (Bond Paper)
Quantity Selector:	Max. 999 sheets
Inner Tray Output Capacity:	Max. 250 sheets (75 g/m ² / 20 lb) With Optional Finisher, or Exit Tray : Max. 150 sheets (75 g/m ² / 20 lb) ● The capacity changes according to the paper type being used. When the paper on the inner tray exceeds the capacity, the machine stops and displays an error message. (See page 62)
SD Card Slot:	Use only a genuine SD / SDHC Memory Card (up to 4GB).
PCMCIA/PC Card Slot:	Use only Type II, PCMCIA/PC Card Adapters intended for 3.3 V operating voltage.
Electrical Requirement:	AC 120 V, 60 Hz, 12 A
Power Consumption:	Less than 1.44 kW
Dimensions (W x D x H):	664 mm x 825 mm x 933 mm (26.1" x 32.5" x 36.7")
Mass (Weight):	Scanner : 39 kg (85.8 lb) Engine : 125 kg (275 lb)

ADF (Standard)

Tray Capacity:	Letter : Max. 100 sheets (75 g/m ² / 20 lb) Invoice/Legal/Ledger : Max. 70 sheets (75 g/m ² / 20 lb)
Original Size:	A3, B4, 8" x 13", 8.5" x 13", A4, A4-R, A5, A5-R, FLS (8" x 13", 13" x 8") 5.5" x 8.5" (Invoice), 5.5" x 8.5" (Invoice-R), 8.5" x 11" (Letter), 8.5" x 11" (Letter-R), 8.5" x 14" (Legal), 11" x 17" (Ledger)
Paper Weight:	1 sided : 50-105 g/m ² (14-28 lb) 2 sided : 64-105 g/m ² (18-28 lb)
Electrical Requirements:	Supplied from the machine

PCL Printer Unit (Standard)

Printing Speed: (Plain paper, from Paper Tray 1)	Color : Up to 30 sheets/minute (DP-C405/C305) Up to 26 sheets/minute (DP-C265) B & W : Up to 40 sheets/minute (DP-C405) Up to 30 sheets/minute (DP-C305) Up to 26 sheets/minute (DP-C265)
Resolution (dots per inch):	Max. 1200 x 1200 dpi
Interface:	USB 2.0, Ethernet (10Base-T/100Base-TX)
Applicable OS:	Windows 2000* ¹ , XP* ² , Server 2003* ³ , Vista* ⁴

Network Scanner (Standard)

Scanning type:	Three Line Color CCD Image Sensor (ADF/Platen Glass)
Resolution (dpi):	200 x 200, 300 x 300, 400 x 400, 600 x 600
Max Scanning Area:	11" x 17" (Ledger)
Scanning Mode:	Text, Text/Photo, Photo
Tone Scale:	256 step for each color
Compression Format:	MH, MR, MMR, JBIG, JPEG
File Format:	TIFF, JPEG, PDF, Compressed PDF
Send to:	PC/FTP (Single Address only), SD Memory Card, PCMCIA/PC Card, Hard Disk Drive, Email
Pop up Notification:	Yes
Protocol:	LPR, TCP/IP, FTP
Applicable OS:	Windows 2000* ¹ , XP* ² , Server 2003* ³ , Vista* ⁴

Email / Internet Fax (Standard)

Standard Compliance:	10 Base-T Ethernet (IEEE 802.3), 100 Base-TX Fast Ethernet (IEEE 802.3u)
Connector Interfaces:	10/100 Base-TX port: RJ-45
Compatibility:	IETF RFC3965, ITU-T T.37
Communication Protocol:	TCP/IP, SMTP, POP3, MIME
File Format:	TIFF [IETF RFC3949 Profile S, F, J] PDF (Transmission only)
Email Receiving Width:	Max. A3 / 11" x 17" (Ledger)

*1 Microsoft® Windows® 2000 operating system

*2 Microsoft® Windows® XP operating system

*3 Microsoft® Windows Server® 2003 operating system

*4 Microsoft® Windows Vista® operating system

The specifications are subject to change without notice. Panasonic Communications Co., Ltd. reserves the right to make improvements in the product design without reservation and without notice.



Specifications

3rd/4th Paper Tray (Option)

Paper Size:	A3, B4, A4, A4-R, A5-R, FLS1, FLS2 5.5" x 8.5" (Invoice-R), 8.5" x 11" (Letter), 8.5" x 11" (Letter-R), 8.5" x 14" (Legal), 11" x 17" (Ledger)
Paper Weight:	64-105 g/m ² / 18-28 lb (Bond Paper)
Paper Capacity:	DA-DS320 : 550 sheets x 1 DA-DS321 : 550 sheets x 2
Electrical Requirements:	Supplied from the machine
Dimensions (W x D x H):	600 mm x 750 mm x 291 mm (23.6" x 29.5" x 11.5")
Mass (Weight):	DA-DS320 : 26.5 kg (58.3 lb) DA-DS321 : 27.4 kg (60.4 lb)

G3 Facsimile (Option)

Compatibility:	ITU-T Group 3
Coding Scheme:	JBIG, MH, MR, MMR (Conforms to ITU-T Recommendations)
Modem Type:	ITU-T V.34, V.17, V.29, and V.27 ter
Modem Speed:	33600-2400 bps
Document Size:	A5 - A3 / 5.5" x 8.5" - 11" x 17" Max : Platen Glass : A3 / 11" x 17" ADF : A3 / 11" x 17" (Ledger) Min : Platen Glass : No Minimum ADF : A5 / 5.5" x 8.5" (Invoice)
Scanning Method:	Sheet Feeding with CCD type image sensor
Effective Scanning Width:	274 mm (10.8")
Scanner Resolution:	Horizontal : 8 pels/mm (203 pels/inch) : Standard and Fine Resolution : 16 pels/mm (406 pels/inch) : 400 dpi as Super Fine Resolution : 600 dpi : 600 dpi as Super Fine Resolution Vertical : 3.85 lines/mm (98 lines/inch) : Standard Resolution : 7.7 lines/mm (196 lines/inch) : Fine Resolution : 15.4 lines/mm (391 lines/inch): 400 dpi as Super Fine Resolution : 600 dpi : 600 dpi as Super Fine Resolution
Address Book Memory Capacity:	200 stations (Additional 800 stations can be registered by the service setting. Contact your authorized Panasonic dealer.) NOTE Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name.
Image Memory Capacity:	Standard : 3 MB
FCC Registration Number:	US : ACJFA02BDP-C322
Ringer Equivalence:	0.2 B

The specifications are subject to change without notice. Panasonic Communications Co., Ltd. reserves the right to make improvements in the product design without reservation and without notice.

1Bin Finisher (Option)

Paper Size:	A4, B4, A3 / 8.5" x 11", 8.5" x 14" (Legal), 11" x 17"
Paper Weight:	17-24 lb
Stacking Capacity:	A4 / 8.5" x 11" : 500 sheets B4, A3 / 8.5" x 14" (Legal), 11" x 17" : 250 sheets
Staple Sort:	A4 / 8.5" x 11" : 30 sheets B4, A3 / 8.5" x 14" (Legal), 11" x 17" : 20 sheets
Electrical Requirements:	Supplied from the machine
Dimensions (W x D x H):	182 mm x 498 mm x 257 mm (7.1" x 19.7" x 10.1")
Mass (Weight):	10.6 kg (23.4 lb)

1Bin Saddle-Stitch Finisher (Option)

Mode:	Bin	Non-sort, Sort, Staple
	Tray	Saddle-Stitch
Paper Size:	Bin	Europe : A3, B4, A4, A4-R, A5-R, FLS1, FLS2 North America : 8.5" x 11" (Letter), 8.5" x 11" (Letter-R), 5.5" x 8.5" (Invoice), 8.5" x 14" (Legal), 11" x 17" (Ledger)
	Tray	A3, B4, A4-R / 11" x 17" (Ledger), 8.5" x 11" (Letter-R)
Paper Weight:	Non-sort mode : 64-220 g/m ² (Bond : 17-40 lb, Index : 90-121 lb)	
Paper Capacity:	Bin	Maximum (1-Sided Copy): 1000 sheets (A5, A4 / 5.5" x 8.5", 8.5" x 11") 500 sheets (B4, FLS1, FLS2, A3 / Legal, 11" x 17") 30 sets (Stapling mode) ● To avoid the paper from falling out of the bin due to paper curl while copying in the Duplex mode, empty the bin when the stack of paper reaches about halfway of the maximum paper capacity.
	Tray	Maximum: 20 sets
Staple:	Paper Size	Europe : A3, B4, A4, A4-R, FLS1, FLS2 North America : 8.5" x 11" (Letter), 8.5" x 11" (Letter-R), 8.5" x 14" (Legal), 11" x 17" (Ledger)
	Paper Weight	64-90 g/m ² (18-24 lb)
	Capacity	A4 (75 g/m ²) / 8.5" x 11" (20 lb) : 2-50 sheets A3 (75 g/m ²) / 11" x 17" (20 lb) : 2-25 sheets
	Point	Rear 1, Front 1, Middle 2-Point Staple
Saddle-Stitch:	Paper Size	A3, B4, A4-R / 11" x 17" (Ledger), 8.5" x 14" (Legal), 8.5" x 11" (Letter-R)
	Paper Weight	64-90 g/m ² (18-24 lb)
	Stack	11-15 sheets : 10 sets* / 6-10 sheets : 10 sets / 2-5 sheets : 20 sets * 64 g/m ² (17 lb)
Electrical Requirements:	Supplied from the machine	
Dimensions (W x D x H):	661 mm x 603 mm x 464 mm (24.0" x 23.7" x 18.3")	
Mass (Weight):	37 kg (81.4 lb)	

Punch Unit (Option)

Paper Size:	3-hole : 8.5" x 11", 11" x 17" 2-hole : 8.5" x 11" (Letter-R), 8.5" x 14" (Legal)
Paper Weight:	64-200 g/m ² (18-53 lb) (Bond : 18-40 lb, Index : 90-110 lb)
Applicable Models:	1Bin Saddle-Stitch Finisher

The specifications are subject to change without notice. Panasonic Communications Co., Ltd. reserves the right to make improvements in the product design without reservation and without notice.



Specifications

Paper Type

- Do not use the following type/flawed paper to avoid image quality related problems, mechanical failures or misfeeding problems.

Consult with an authorized Panasonic dealer for advice regarding non-standard paper types.

Tracing paper, Pressure-sensitive paper, Transparency with white border, Special paper for ink-jet printer, Thermal recording paper, Thermal transfer paper, Photo paper, Light paper (up to 55 g/m², 15 lb), Curled paper, Adhesive paper/envelope, Wet paper/envelope, Textured paper, Stapled paper, Copied/Printed paper produced by another machine.

- For good copy/print quality, it is recommended that Hammermill* Laser Print (90 g/m², 24 lb) is used. (For more details, please contact the store where you purchased the machine, or your authorized Panasonic dealer.)

* Hammermill is a registered trademark of International Paper Company in the United States and other countries.

- Commercial papers described below are acceptable, however, the standard paper Hammermill Laser Print, etc is recommended for optimum copy quality and performance of the machine.

Paper Type	Paper Weight	Tray 1 - 4	Sheet Bypass	2-Sided Copy/Print
Thin	55-63 g/m ² / 15-16 lb	Not Compatible	Compatible	Not Compatible
Plain	64-105 g/m ² / 18-28 lb	Compatible	Compatible	Compatible
Glossy	64-105 g/m ² / 18-28 lb	Compatible	Compatible	Compatible
Recycled	64-105 g/m ² / 18-28 lb	Compatible	Compatible	Compatible
Thick ^{*1}	106-169 g/m ² / 29-45 lb	Compatible	Compatible	Compatible
Coated ^{*1}	106-169 g/m ² / 29-45 lb	Not Compatible	Compatible	Not Compatible
Index / Cover ^{*1}	170-220 g/m ² / 90-121 lb (Index)	Not Compatible	Compatible	Compatible
Heavy Index ^{*1}	221-256 g/m ² / 122-140 lb (Index)	Not Compatible	Compatible	Compatible
Coated/Cover ^{*1}	170-220 g/m ² / 63-81 lb (Cover)	Not Compatible	Compatible	Not Compatible
Heavy Coated ^{*1}	221-256 g/m ² / 82-94 lb (Cover)	Not Compatible	Compatible	Not Compatible
Special ^{*2}	—	Not Compatible	Compatible	Not Compatible

^{*1} Fan the paper before loading. If you are having feeding problems with Thick, Heavy Coated paper, set one sheet at the time for each operation.

^{*2} Special Purpose Paper

Labels : FP-111L

Envelopes : Commercial #10 (241.3 mm x 104.8 mm), Monarch 7 3/4 (190.5 mm x 98.4 mm), DL (220 mm x 110 mm), C5 (229 mm x 162 mm)

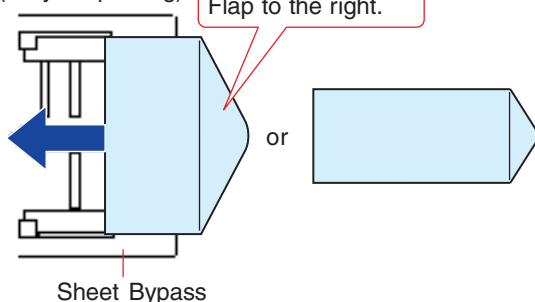
Transparency : CG3700 3M

- The following paper type limitations correspond to the tray used.

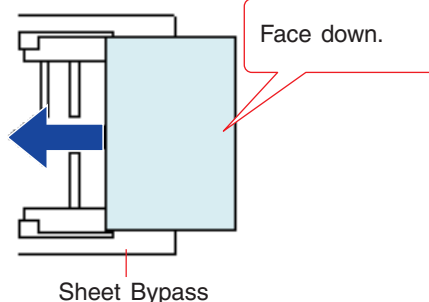
Paper Type	Inner Tray	Outer Tray	DA-FS402	DA-FS405
Index / Cover	Compatible	Compatible	Not Compatible	Non-Sort only
Heavy Index	Compatible	Compatible	Not Compatible	Non-Sort only
Coated	Compatible	Compatible	Not Compatible	Non-Sort only
Heavy Coated	Compatible	Compatible	Not Compatible	Non-Sort only
Labels	Compatible	Compatible	Not Compatible	Non-Sort only
Envelopes	Compatible	Compatible	Not Compatible	Not Compatible
Transparency	Compatible	Compatible	Non-Sort only	Non-Sort only

- Load the paper with the printing side face down in a portrait orientation.

Envelope
(Only for printing)



OHP film / Labels



- Certain types of envelopes may get wrinkled.

- Ensure to change the media type selection in the Control Panel when changing the media loaded on the trays. (Ex: Select "Transparency" when Transparencies are loaded in the Sheet Bypass.)

Option and Supplies

Part Name	Part No.	Remarks
System Console 1	DA-DS320	3rd Paper Tray (550 sheets x 1)
System Console 2	DA-DS321	3rd and 4th Paper Trays (550 sheets x 2)
Stand for 2-tray Configuration	DA1D322	For Main Unit (Optional System Console 1 or 2 is not installed)
1Bin Saddle-Stitch Finisher	DA-FS405	Optional Paper Transport Unit is required.
1Bin Finisher	DA-FS402	Optional Paper Transport Unit is required.
Exit Tray (Outer)	DA-XT320	Optional Paper Transport Unit is required.
Punch Unit	DA-SP41	For 1Bin Saddle-Stitch Finisher
Paper Transport Unit	DA-FK350	For 1Bin Finisher, 1Bin Saddle-Stitch Finisher or Exit Tray
Fax Communication Board	DA-FG320	G3 Fax Communication
Printer Controller Module (for Adobe® PostScript® 3™)	DA-MC400	Printer Controller for Adobe® PostScript® 3™
Data Security Kit	DA-SC04	—
Page Memory (256 MB)	DA-PMV56	For Printing with 1200 dpi
Accounting Software	DA-WA10	For Accounting function
Document Distribution System (DDS)	DA-WR10	For Routing function
DDS Un-Lock Module	DA-UK10	For Document Distribution System (DDS)
Remote Operation Panel Software	DA-UD320	—
SD Memory Card	—	For Facsimile/Internet Fax Functions/For Scanner and Email (Please contact your local authorized Panasonic dealer for more details.)
Toner Cartridge (Black)	DQ-TUW28K	Approx. 28,000 pages (8.5" x 11" size, 5% coverage) *1 (DP-C405)
	DQ-TUV28K	Approx. 28,000 pages (8.5" x 11" size, 5% coverage) *1 (DP-C305/C265)
	DQ-TUW05K *2	Approx. 5,000 pages (8.5" x 11" size, 5% coverage) *1 (DP-C405)
	DQ-TUV05K *2	Approx. 5,000 pages (8.5" x 11" size, 5% coverage) *1 (DP-C305/C265)
Toner Cartridge (Cyan)	DQ-TUV20C	Approx. 20,000 pages (8.5" x 11" size, 5% coverage) *1
	DQ-TUV05C *2	Approx. 5,000 pages (8.5" x 11" size, 5% coverage) *1
Toner Cartridge (Magenta)	DQ-TUV20M	Approx. 20,000 pages (8.5" x 11" size, 5% coverage) *1
	DQ-TUV05M *2	Approx. 5,000 pages (8.5" x 11" size, 5% coverage) *1
Toner Cartridge (Yellow)	DQ-TUV20Y	Approx. 20,000 pages (8.5" x 11" size, 5% coverage) *1
	DQ-TUV05Y *2	Approx. 5,000 pages (8.5" x 11" size, 5% coverage) *1
OPC Drum Unit (Color)	DQ-UHS30	OPC Drum (Cyan, Magenta, Yellow)
OPC Drum Unit (Black)	DQ-UHS36K	OPC Drum (Black)
Toner Waste Container	DQ-BFN45	Toner Waste Container
Staple (for 1Bin Saddle-Stitch Finisher)	DQ-SS35	—
Staple (for 1Bin Finisher)	FQ-SS32	—
Verification Stamp	DZHT000027	X-Stamp for Fax Option

*1: The yield of a Toner Cartridge varies depending on the coverage, temperature, humidity, media, etc. Therefore, the average yield cannot be guaranteed.

*2: Availability may differ as per destination. Please ask your sales company for detail.



FCC Notice

■ For Users in USA

WARNING

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Parts 15 and 18 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the Operating Guide, may cause harmful interference to radio communications. However, Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

Warning: To assure continued compliance, use only USB shielded interface cable when connecting this product to host computer. Also, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Parts 15 and 18 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party : Panasonic Corporation of North America
One Panasonic Way, Secaucus, NJ 07094

FCC Inquiries Only : Panasonic Communications Company of North America/Technical Support Department
Three Panasonic Way, Secaucus, NJ 07094
1-800-225-5329 (**see Note below**)
Email: consumerproducts@us.panasonic.com

Note: For Technical Support, please contact your Authorized Panasonic dealer.

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA.

On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

Ask your telephone company or installer to install the jack suitable for your device if such is not available.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with FCC.

Your telephone company may make changes in its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this telephone equipment, please contact the manufacturer's authorized service agency for information on obtaining service or repairs. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

For protection against the risk of electric shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service provided by the telephone company nor connected to party lines. Connection to party line service is subject to state tariffs. (Contact the state public utility commission, public service commission or corporation commission for information.)

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission the following information:

1. Date and Time of transmission
2. Identification of either business, business entity or individual sending the message
3. Telephone number of either the sending machine, business entity or individual.

In order to program this information into your machine, you should refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Example of Header Format (DATE and TIME, LOGO, ID Number setting)

MMM-dd-yyyy 09:00	PANASONIC	201 348 7000	P.001/005
↑	↑	↑	
1) Date and Time	2) LOGO	3) ID Number	



FCC Notice

■ For Users in Canada

NOTICE

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to this equipment should be made by an authorized Canadian maintenance facility designated by supplier.

Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTICE

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications.

This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada Technical Specifications were met. It does not imply that Industry Canada approved the equipment.

On the rear panel of this equipment is a label that contains, among other information, the Registration Number and Ringer Equivalence Number (REN) for this equipment.

The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all devices does not exceed five.

Avis

Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.

Les réparations de ce matériel doivent être effectuées par un centre d'entretien canadien autorisé désigné par le fournisseur. La compagnie de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement. Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rurales.

Avertissement

L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

Avis

Le présent matériel est conforme aux spécifications techniques d'Industrie Canada applicables au matériel terminal. Cette conformité est confirmée par le numéro d'enregistrement. Le sigle IC, placé devant le numéro d'enregistrement, signifie que l'enregistrement s'est effectué conformément à une déclaration de conformité et indique que les spécifications techniques d'Industrie Canada ont été respectées. Il n'implique pas qu'Industrie Canada a approuvé le matériel.

Sur le panneau arrière de cet appareil se trouve une étiquette, sur laquelle est indiqué, entre autres, le numéro d'enregistrement et le Numéro d'Equivalence de Sonnerie (REN) pour cet appareil.

L'IES assigné à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.



Index

Numerics

1 -> 2 Copy	26, 30
2 -> 1 Copy	26
2 -> 2 Copy	26, 30
2 Page Copy	26
2-Sided / Original->Copy tab	26
2-Sided Copy	30
2-Sided Original (Scan/Email)	47

A

Accessories	2
Add Email Address	54
Add New Email address	48
Add Paper	16
Add Telephone Number	52
Add Toner	16
Adding Paper <Paper Tray>	76
Adding Paper <Sheet Bypass>	76
Address Book (Email)	48
Address Book (Facsimile)	52
Address Book (Internet Fax)	54
Address Book button	18, 19
Address Book Dialing	59
Address Indication	18
Address tabs	18, 19
ADF (Automatic Document Feeder)	14
ADF Cover	14
Auto Reset	57
Auto Zoom	27

B

Basic Copy Operation	22
Basic Menu (Copy)	24
Basic Menu button (Copy)	17
Basic Menu button (Facsimile/Internet Fax)	19
Basic Menu button (Scan/Email)	18
Book	27
Book -> 2 Copy	26, 32
Booklet Copy	26

C

Call Service	16
Centering	27
Change Size/Media	77
Cleaning the LSU Aperture Glass	82
Clear key	15
Color Copy Mode	24
Completion Notice	25
Completion Notice button	17
Compressed PDF	46
Confirm Settings	25
Confirm Settings button	17
Control Panel	15
Control Panel Angle Adjustment	3
Copy Count Indication	17
Copy Format	33
Copy Image Indication	17

Copy key	15
Copy Mode Indication	17
Copy Size buttons	17
Copying with Preset Ratios	28
Cover	27
Custom	46

D

Darker	24
Date / Time	46
Density (Scanning Density)	24
Destination buttons	18, 19
Destination Indication	19
Disposal of the Punch Hole Residue	90
Double Exposure	38

E

Edge	27
Email button (Facsimile/Internet Fax)	19
Email button (Scan/Email)	18
Energy Saver	11
Energy Saver key	15
Energy Star	5

F

Favorites tab	18, 19
Fax key	15
Fax On Line LED	15
Fax/Email Settings (Facsimile)	52
Fax/Email Settings (Internet Fax)	54
Feed Cover 1	14
Feed Cover 2	14
File Edit	27
File List	40, 41
File Name	46
File Type and Name (Scan/Email)	46
Fine	59, 61
First / Last Page Copy	33
Folder	41
Form Overlay	27
Front Cover	14
Full Waste Toner	16
Function Indication	17, 18, 19
Function key	15

G

Glossary	107
----------------	-----

I

IFax	55
Image Repeat	27
Index Print	42, 43
Individual	42
Inner Output Tray	14
Insertion/Overlay tab	27
Interrupt key	15
Inverse	27

J

Jam Error Codes (J Codes)	65
Job Build and SADF (Copy)	26
Job Build and SADF (Scan/Email)	47
JPEG	40, 46, 50

K

Keyboard Button Name	48
Keypad	15

L

LAN Port	14
Landscape	31
Layout	35
Light Copies	62
Lighter	59
Long Edge	31

M

Machine Care	63
Machine Condition LED	15, 16
Machine Error Codes (E Codes)	64
Main Power Switch	14
Manual Dialing	59
Margin	27
Marked Copies	63
Message Area	17, 18, 19
Mirror	27
Monitor button	19
More Menus (Copy)	26
More Menus button (Copy)	17
More Menus button (Facsimile/Internet Fax)	19
Multi-Size Feed (Copy)	26
Multi-Size Feed (Scan/Email)	47

N

N in 1 Copy	26, 34
Non Sort	27
Number Pad button	19

O

OPC Drum Units	14
Operating Instructions	2
Option and Supplies	99
Option Feed Cover	14
Orientation	31, 35, 37
Original Image Indication	18, 19
Original Size (Scan/Email)	46
Original Size buttons	17
Original Type (Copy)	24
Original Type (Facsimile)	59
Original Type (Internet Fax)	61
Original Type (Scanning)	46
Others (Double Exposure)	38
Outer/Inner View	14
Output Queue	25
Output Queue button	17
Overlay	27

P

Page Insertion	27
Page Order	33
Paper Tray 1,2	14
Paper Tray 3,4 (Option)	14
Paper/Output Tray	24
Paper/Output Tray button	17
Paper/Output Tray Indication	17
PCMCIA/PC Card Slot	3
PDF	40, 46, 50
Photo	46, 59, 61
Placing Originals (Copy)	20
Placing Originals (Facsimile/Internet Fax)	56
Pop-up Screen Auto Reset	57
Portrait	31
Power Save Mode	11
Power Switch	11, 14
Precautions	9
Preset Jobs	25
Preset Jobs button	17
Printer On Line LED	15
Print key	15
Printing from SD Memory Card / PC	40
Program/Group tab	19
Proof Set	25
Proof Set button	17
Punch	27, 37

Q

Quality Adj. (Copy)	24
Quality Adj. (Facsimile)	59
Quality Adj. (Internet Fax)	61
Quality Adj. (Scan/Email)	46
Quality Adj. button	17

R

Recall	24
Redial button	19
Reduction / Enlargement Copy	28
Removing Misfed Paper (1Bin Finisher Section)	71
Removing Misfed Paper (1Bin Saddle-Stitch Finisher Section)	72
Removing Misfed Paper (ADF Section)	74
Removing Misfed Paper (ADU Section)	67
Removing Misfed Paper (Fuser/Exit Section)	68
Removing Misfed Paper (Optional Paper Tray 3 or 4)	70
Removing Misfed Paper (Paper Transport Section)	69
Removing Misfed Paper (Paper Tray 1)	66
Removing Misfed Paper (Paper Tray 2)	69
Replacing the Battery	92
Replacing the OPC Drum Unit	80
Replacing Staples (DQ-SS35)	86
Replacing Staples (FQ-SS32)	84
Replacing Toner Cartridge	78
Replacing Toner Waste Container	82
Reset key	15
Resolution (Facsimile)	59
Resolution (Internet Fax)	61
Resolution (Scanning)	46

Continued on the next page...



Index

Right Side Cover	14
Rotate-Group	27, 36
Rotate-Sort	27, 36
Routing Menu button	18

S

Saddle-Stitch	36
Safety Information	6
Scan / Email key	15
Scan to PC	44
Scan to SD Memory Card or PCMCIA/ PC Card	44
Scanner Settings	48
Scanning	44
Scanning Area	56
Scanning Color Mode	46
Scanning Mode Indication	18
Scroll buttons	18, 19
SD Card Print	16, 40
SD Card Slot	3
SD Card / Hard Drive tab	18
SD Card/PCMCIA/PC Card Slot Cover	14
Search button	19
Select All	41
Sending Email	50
Sending Mode Indication	19
Sending Non-Standard Size Originals	56
Sending Originals (Facsimile)	58
Sending Originals (Internet Fax)	60
S-Fine	59, 61
Sheet Bypass (Labels, Envelopes, Transparency etc.)	76, 98
Sheet Bypass Capacity	77
Shift-Group	27, 36
Shift-Sort	27, 36
Short Edge	31
Sort	27, 36
Sort / Finish	36, 85, 88
Sort / Finish tab	27
Sort Copy / Finishing	36
Specifications	94
Stamping	27
Staple	37
Staple-Sort	27, 36
Start key	15
Status button	17, 63
Status LED	16
Std	59, 61
Stop key	15

T

Table of Contents	4
Telephone Jack (Option)	14
Text	46, 59, 61
Text/Photo	46, 59, 61
Thumbnail	40, 41
TIFF	40, 50
Toner Cartridge	14
Toner Waste Container	14
Touch Panel Display	17

Transparency	77, 98
Transparency Interleaving	27
Troubleshooting	62

U

USB 2.0 Port	14
Useful Office Functions	3
User Error Codes (U Codes)	64

V

Verification Stamp	59
--------------------------	----

W

Warning Indications	16
---------------------------	----

Z

Zoom	27
Zoom/Effects tab	27

Glossary

Address Book	The Address Book is a convenient directory that stores contact Phone Numbers and Email Addresses for easy retrieval at a future time.
Address Book Dialing	A dialer that enables you to dial an entire Telephone Number/Email Address by pressing one key.
ADF (Automatic Document Feeder)	The mechanism that delivers a stack of document pages to the scanner one page at a time.
CD-ROM	CD-ROM media is read-only media that holds about 650 MB of data. It's generally accepted as the easiest way to distribute software. CD-ROM drives can also read audio CDs even though they are in a different format than standard CD-ROM media.
DDS (Document Distribution System)	The <i>Document Distribution System</i> automatically distributes received data (scanner data, data received via FAX, and data received via Internet Fax) to specified recipients via a predefined delivery mechanism. The system administrator uses the system to specify the delivery mechanisms and the recipients.
Density	Signifies the scanning sensitivity in terms of lightness and darkness of your original pages. The degree of color or darkness of an image or photograph.
Dept. Code (Department Code)	This operation requires the user to input a preset number of digits (Department Code) before being given access to a function of the machine such as transmission for example. The Department Name of selected Department Code is printed on the Header of each page sent, Cover Sheet, Comm. Journal, and Individual Transmission Journal.
DHCP	<i>Dynamic Host Configuration Protocol</i> - a standard method for assigning IP addresses automatically to the devices on a TCP/IP network. As a new device connects, the DHCP server assigns an IP address from a list of available addresses. The device retains this IP address for the duration of the session - once the device disconnects the IP address becomes available for use again.
Disk Drive	A peripheral storage device that holds, spins, reads, and writes magnetic or optical disks. It may be a receptacle for disk cartridges, disk packs or floppy disks, or it may contain non-removable disk platters like most hard disks.
dpi	Abbreviation of <i>dots per inch</i> , which indicates the resolution of images. The more dots per inch, the higher the resolution. A common resolution for laser printers is 600 dots per inch. This means 600 dots across and 600 dots down, so there are 360,000 dots per square inch.
Drum	Along with the laser, this is one of the basic components of a laser printer. A light-sensitive drum on which the image is generated by the laser beam as the pattern of an electric charge. The toner particles adhere to this pattern after the drum has brushed against the developing roller. (a.k.a. OPC Drum)
EXIF	Exchangeable Image File. A standard format used for storing interchange information in digital photography image files using JPEG compression. Ex: Dimensions, Date Picture Taken, Camera Model, File Type, Size
Fax Communication Board	In a multi-functional device, this is a Fax capability built onto a printed circuit board which can send and receive facsimiles. The multi-functional device is normally able to scan a document and transmit it over a phone line to another fax machine. Also, it can receive faxes from other machines and print them out.
FTP	Short for <i>File Transfer Protocol</i> , the protocol for exchanging files over the Internet. FTP works in the same way as HTTP for transferring Web pages from a server to a user's browser and SMTP for transferring electronic mail across the Internet in that, like these technologies, FTP uses the Internet's TCP/IP protocols to enable data transfer. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server (e.g., uploading a Web page file to a server).
G3 (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile machines.

Continued on the next page...



Glossary

Hard Disk Drive	The physical component of a PC which performs the basic operations on the hard disk including rotating the disk and reading/writing data to the disk.
Install	To add hardware or load a software application onto your multi-functional machine/computer.
Internet	The Internet is a vast collection of inter-connected networks that all use the TCP/IP protocols, on which you can send an electronic email, chat to people electronically or search for information on almost any subject you care to think of. Quite simply it is a "network of computer networks".
Internet FAX	The Internet fax uses the Internet to send faxes. The transmission and reception take place via store-and-forward mode on the Internet using Internet email. In store-and-forward mode the facsimile protocol stops at the gateway to the Internet and is reestablished at the gateway leaving the Internet.
JPEG	Short for <i>Joint Photographic Experts Group</i> and pronounced jay-peg. JPEG is a lossy compression technique for color images. Although it can reduce file size to about 5% of their normal size, some detail is lost in the compression. JPEG is a graphical format that is widely used in WWW pages.
Key Name	An alternate to the station name that can be programmed for each Address Book dialing key. (By default it displays the first 15 characters of the station name.)
Keypad	A group of numeric keys located on your Control Panel.
LAN (Local Area Network)	A <i>Local Area Network</i> is a computer network system and printer limited to an immediate area, such as an Office, Factory, and University used to integrate and exchange data.
LCD	<i>Liquid Crystal Display</i> . The display area of your machine.
Memory	The term memory identifies data storage that comes in the form of chips, which holds information that your machine needs to use. The word storage is used for memory that exists on disks.
Modem	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
Module	A self-contained hardware or software component that interacts with a larger system. Hardware modules are often made to plug into a main system. Program modules are designed to handle a specific task within a larger program.
Network	Any time you connect 2 or more computers together so that they can share resources, you have a computer network. Connect 2 or more networks together and you have an internet.
PC	The <i>Personal Computer</i> - Quite Simply a computer designed to be used by one person at a time.
PCMCIA/PC Card	A credit card sized removable module for portable computers. PCMCIA/PC Cards are used to attach modems, network adapters, sound cards, radio transceivers, solid state disks, and hard disks to a portable computer.
PCL (Printer Control Language)	The page description language, which has become a de facto standard used in many printers and typesetters. PCL Level 6 streamlines the graphics and font commands, reducing the amount of information that has to be sent to the printer.
PDF	Adobe <i>Portable Document Format</i> is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it.

Protocol	A standard process, a set of rules and conditions that perform a particular function. A word which is very common in PC and Internet Terminology. Ex: FTP (File Transmission Protocol), IP Address (Internet Protocol Address), TCP/IP (Transmission Control Protocol Internet Protocol), POP (Post Office Protocol)
Resolution	This relates to the quality of a viewed image either on the PC Screen or printed output. For printed images the resolution is measured in dots per inch or DPI. The higher the DPI the better the resolution and better image quality.
SD / SDHC Memory Card (Secure Digital Memory Card / Secure Digital High-Capacity Memory Card)	Flash memory cards that provide secure storage for your machine. Secure Digital was forced to create a new specification for SDHC cards when the previous specification topped out at a capacity of 2GB. This occurred previously when SD cards hit the 512MB wall. The new 2.00 specification should last a bit longer, as it allows SDHC cards to reach a maximum capacity of 32GB. Secure Digital is so-named because of its ability to protect copyright content through digital rights management or DRM.
Sleep Mode	The lowest power state that the machine enters after the specified time without actually turning off.
SMTP (Simple Mail Transfer Protocol)	An accepted standard used extensively on the Internet for transferring E-mail messages between computers. The standard defines exactly how the message will be sent, any controls, format of the message etc.
Software	Software is basically a series of instructions that causes the PC to do something. The Operating System such as DOS is known as Systems Software. Application Programs such as a Word Processor or Spreadsheet perform the main tasks for which we use the PC.
SSL	Short for Secure Socket Layer, Web protocol developed by Netscape Communications for transmitting private documents via Internet. The application protocols such as HTTP, FTP, and SMTP can be encrypted. Both Netscape Navigator and Internet Explorer® support SSL and many Web sites use the protocol to obtain confidential user information, such as credit card numbers.
Station Name	An Alphanumeric ID which can be programmed for each phone number or email address location in the Address Book.
TCP/IP	TCP/IP stands for Transmission Control Protocol/Internet Protocol and is quite simply a standard set of protocols that govern the basic workings of the Internet that was implemented in 1982. The TCP part is all about ensuring that data is transmitted correctly between 2 computers. If any errors occur these are detected and the data is retransmitted. The data transmitted is split up into small portions called Data packets. The IP part of TCP/IP is how these data packets are moved from one point to another. Each computer on the Internet has a unique IP address and the data packets are moved from the source to the destination through many different computers and this is controlled via TCP/IP. This protocol is used on the Internet and also by computers which are part of a LAN.
Thumbnails	A miniature display of a page or an image. Thumbnails enable you to see the layout of many pages/images on the screen at once. Generally, thumbnails are too small to show the actual text/image.
TIFF	Tagged Image File Format. One of the many different types of File Format used on PC's. An image file format for attachments of graphic data for smooth transmission between different units. The coding method of this format supports the same coding as Modified Huffman (MH) and multiple-page image data.
Toner	A special type of ink used by copy machines and laser printers. Toner consists of a dry, powdery substance that is electrically charged so that it adheres to an invisible image that has been charged onto a drum, plate, or piece of paper with the opposite polarity.
Verification Stamp	A user selectable transmission verification stamp which can be placed on scanned documents that are successfully transmitted or stored in memory.

memo:

The following trademarks and registered trademarks are used throughout this manual:

Microsoft, Windows, Windows Server, Windows Vista, Excel, PowerPoint, Outlook & Windows logo are registered trademarks of Microsoft Corporation in the USA and other countries.

Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation.

Adobe, Acrobat Reader & Adobe logo are either registered trademarks or trademarks of Adobe Systems Incorporated.

All other trademarks identified herein are the property of their respective owners.

Eudora is a registered trademark of QUALCOMM Incorporated.

PEERLESSPage™ is a trademark of the PEERLESS Systems Corporation; and, PEERLESSPrint® and Memory Reduction Technology® are registered trademarks of PEERLESS Systems Corporation; and, COPYRIGHT © 2002 PEERLESS Systems Corporation.

Universal Font Scaling Technology (UFST) and all typefaces have been licensed from Monotype Imaging Inc.

Monotype® is a registered trademark of Monotype Imaging Inc. registered in the U.S. Patent and Trademark Office and may be registered in other jurisdictions.

ColorSet™ is a registered trademark of Monotype Imaging Inc. registered in the U.S. Patent and Trademark Office and may be registered in other jurisdictions. ColorSet™ Profile Tool Kit, Profile Studio and Profile Optimizer are trademarks of Monotype Imaging Inc. and may be registered in certain jurisdictions. Copyright © 2005 Monotype Imaging Inc. All rights reserved.

Novell and NetWare are registered trademarks of Novell, Inc. in the United States and other countries.

libtiff is a software written by Sam Leffler while working for Silicon Graphics.

Copyright © 1988-1997 Sam Leffler

Copyright © 1991-1997 Silicon Graphics, Inc.

zlib is a library written by Jean-loup Gailly and Mark Adler.

Copyright © 1995-2005 Jean-loup Gailly and Mark Adler

libjpeg is a library maintained by the Independent JPEG Group.

Copyright © 1991-1998, Thomas G. Lane

PCL is either trademark or registered trademark of Hewlett-Packard Company and/or its subsidiaries.

Adobe, PostScript, and PostScript 3 are either registered trademarks or trademark of Adobe Systems Incorporated in the United States and/or other countries.

This equipment contains a number of programs licensed under the terms of the GNU General Public License/GNU Lesser General Public License and other open software. For more details and applicable license terms thereof, please refer to the relevant information in the CD attached herewith.

WARRANTY

PANASONIC COMMUNICATIONS COMPANY OF NORTH AMERICA MAKES NO WARRANTIES, GUARANTEES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, TO CUSTOMER WITH RESPECT TO THIS PANASONIC MACHINE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

PANASONIC COMMUNICATIONS COMPANY OF NORTH AMERICA ASSUMES NO RISK AND SHALL NOT BE SUBJECT TO LIABILITY FOR ANY DAMAGE, INCLUDING, BUT NOT LIMITED TO DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFITS SUSTAINED BY THE CUSTOMER IN CONNECTION WITH THE USE OR APPLICATION OF THIS PANASONIC MACHINE. SEE YOUR DEALER FOR DETAILS OF DEALER'S WARRANTY.

■ **Notice: California only:**

This product contains a CR Coin Cell Lithium Battery which contains Perchlorate Material - special handling may apply.

See www.dtsc.ca.gov/hazardouswaste/perchlorate

For Service, Call: _____

Panasonic Communications Company of North America,
Unit of Panasonic Corporation of North America
One Panasonic Way
Secaucus, New Jersey 07094
<http://panasonic.co.jp/pcc/en>

Panasonic Canada Inc.
5770 Ambler Drive
Mississauga, Ontario L4W 2T3
<http://www.panasonic.ca>